

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO

BUPERSINST 1306.77  
Pers-84  
19 JAN 1995

BUPERS INSTRUCTION 1306.77

From: Chief of Naval Personnel

Subj: MANUAL FOR THE ADMINISTRATION OF TRANSIENT PERSONNEL UNITS

Ref: (a) Uniform Code of Military Justice (UCMJ)  
(b) Naval Facilities Design Manual (DM 36.2),  
Unaccompanied Enlisted Personnel Housing (NOTAL)  
(c) OPNAVINST 11010.20E (NOTAL)  
(d) NAVFACINST 11010.44E (NOTAL)  
(e) OPNAVINST 11103.1A (NOTAL)  
(f) U.S. Navy Regulations, 1990  
(g) SECNAVINST 5216.5C  
(h) JAGINST 5800.7C, Manual of the Judge Advocate General  
(i) Manual for Courts-Martial, United States, 1984  
(j) U.S. Navy Uniform Regulations, 1991  
(k) OPNAVINST 3120.32B  
(l) OPNAVINST 6110.1D  
(m) SECNAVINST 5211.5D  
(n) SECNAVINST 5212.5C  
(o) OPNAVINST 3100.6F (NOTAL)  
(p) PAYPERSMAN, para 40321-26  
(q) NAVSUPMAN 42203  
(r) SECNAVINST 5720.44A  
(s) MILPERSMAN 1050-310  
(t) OPNAVINST 5560.10B  
(u) NAVSUPPUB 485, Part D, Para 1225

Encl: (1) Manual for the Administration of Transient Personnel  
Units

1. Purpose. To issue standardized policies and procedures for the administration of Navy Transient Personnel Units (TPUs) and formally established Transient Personnel Departments/Divisions (TPDs).

2. Cancellation. NAVMILPERSCOMINST 1306.2 and Report Control Symbol NMPC 1306-1.

3. Discussion. The provisions of this manual apply to the operation and administration of all Navy TPUs unless a written request for a waiver forwarded via the chain of command is granted by the Chief of Naval Personnel (BUPERS). References (a) through (u) are applicable. The provisions of this manual shall supersede all other guidelines except as issued by higher authority. Supplementary instructions may be issued as necessary for the operation of each TPU.

19 JAN 1995

4. Action. Each addressee operating a TPU is responsible for the administration of the TPU under the provisions of this manual. Recommendation for the improvement of the provisions of this manual should be forwarded via the chain of command to Bureau of Naval Personnel, Pers-84, #2 Navy Annex, Washington, D. C. 20370-8400.

5. Reports and Forms

a. The reporting requirement in paragraph 107 of chapter I, page I-2, is assigned Report Control Symbol BUPERS 1306-1 and is approved for 3 years from the date of this instruction.

b. For requisition of forms, see appendix H to enclosure (1).

Distribution:

SNDL Part 2

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BUPERSINST 1306.77  
JAN 19 1995

MANUAL FOR THE  
ADMINISTRATION OF  
TRANSIENT PERSONNEL UNITS

Enclosure (1)

BUPERSINST 1306.77  
JAN 19 1995

## RECORD OF CHANGES

<u>CHANGE #</u>	<u>DATE OF CHANGE</u>	<u>DATE ENTERED</u>	<u>BY WHOM</u>
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TPU MAILING AND TELEPHONE LISTING

TPU Charleston, Naval Station, Naval Base, Charleston, SC 29408-5026;  
DSN 794-2334/6809 (803) 743-2334/6809

TPU Great Lakes, (Commanding Officer) Great Lakes, IL 60088-5132; DSN  
792-3322/3376 (708) 688-3322/3376

TPU Jacksonville, Naval Air Station, Jacksonville, FL 32212; DSN 942-  
4052/5496 COMM (904) 772-4052/5496

TPU Norfolk, (Commanding Officer), Naval Station, Norfolk, VA 23511-  
6000; DSN 564-4141/4004 COMM (804) 444-4141/4004

TPU San Diego, (Commanding Officer), Naval Station, San Diego, CA  
92136; DSN 958-1570/2119/1147 COMM (619) 235-1570/2119/1147

TPU Treasure Island, Naval Station, San Francisco, CA 94130-5007; DSN  
475-5329/5312 COMM (415) 395-5329/5312

TPU Puget Sound, Naval Submarine Base Bangor, Silverdale, WA 98315-  
1199; DSN 744-1890/1891 COMM (206) 396-1890/1891

TPU Rota, Spain, U.S. Naval Station, FPO AE 09540; DSN 727-3075

TPU Pearl Harbor, Naval Station, Pearl Harbor, HI 96860; DSN 474-  
5752/5756

TPU Yokosuka, Japan, Fleet Activities, FPO AP 96349-2800; DSN 234-6815

TMU New Orleans, Transient Monitoring Unit, 4400 Dauphine Street, New  
Orleans, LA 70159; DSN 363-1606

TPD Little Creek, Code 261, Naval Amphibious Base, Little Creek, 1155  
Nider Blvd, Norfolk, VA 23521-2732; DSN 680-7623

TPD Guam, U.S. Naval Station, FPO AP 96630-1000; DSN 339-7227

TPD Sasebo, (Commander), Fleet Activities, FPO AP 96322-1100; DSN 252-  
3587 (**Scheduled to begin operations during FY-95**)

BUPERSINST 1306.77

JAN 19 1995

MAJOR CLAIMANT REPRESENTATIVES

CINCLANTFLT, Commander in Chief, U.S. Atlantic Fleet, Norfolk, VA  
23511-6001 (ATTN: Code N4431C); DSN 438-7225/6 COMM (804) 445-7225/6

CINCPACFLT, Commander in Chief, U.S. Pacific Fleet, Pearl Harbor, HI  
96860-7000 (ATTN: Code N00JC); DSN 474-6334/ COMM (808) 474-6334

CINCUSNAVEUR, Commander in Chief, U. S. Naval Forces, Europe, FPO AP  
09510 (ATTN: Code N12); DSN 235-4461/2

CNET, Chief of Naval Education and Training, Naval Air Station,  
Pensacola, FL 32508-5220 (ATTN Code N45); DSN 922-2115/4100 COMM (904)  
452-2115/4100

TABLE OF CONTENTS

Chapter I. General Policy

- 101. Policy
- 102. Mission
- 103. Authority
- 104. Organization
- 105. Applicability
- 106. Functions
- 107. Reports
- 108. Inspections

Chapter II. Physical Plant

- 201. Establishment
- 202. Disestablishment
- 203. Construction and Alteration
- 204. Planning Factors
- 205. Personnel Support Detachment (PERSUPPDET)
- 206. Configuration
- 207. Berthing Spaces
- 208. Security Features
- 209. Storage Areas
- 210. Inspections

Chapter III. Staffing

- 301. Policy
- 302. Officers
- 303. Enlisted Personnel
- 304. Reassignment of Members Unsited for TPU Staff  
Duty
- 305. Male/Female Staff
- 306. Manpower Authorizations
- 307. Collateral Duty Assignments
- 308. General Rules of Conduct for Staff

Chapter IV. Assignment and Processing of Transient  
Personnel

- 401. Assignment of Transients to a TPU
- 402. Regular Transients
- 403. Disciplinary Transients
- 404. Special Circumstances
- 405. Inappropriate Assignments to a TPU

JAN 19 1995

## Chapter V. Operations

- 501. Central Billeting
- 502. Accountability
- 503. Rosters
- 504. Musters
- 505. Inspections
- 506. Disturbances and Emergencies
- 507. Good Order and Discipline
- 508. Restriction
- 509. Leave and Liberty
- 510. Personal Appearance
- 511. Programs
- 512. Special Request/Authorization (NAVPERS 1336/3)
- 513. Medical Holding Company

## Chapter VI. Administrative Matters

- 601. Responsibilities
- 602. Records/Reports
- 603. Logs
- 604. Standard Operating Procedure Instruction
- 605. Brig Disposition Board
- 606. Laundry
- 607. Barber
- 608. Lucky-Bag
- 609. Personal Property
- 610. Funds and Valuables
- 611. Lockers

## Appendices

- (A) Listing of Units Identification Codes and Parent Activities for Transient Personnel Units
- (B) Transient Personnel Unit Inspection Checklist
- (C) Sample Transient Personnel Unit Billet/Organization Chart
- (D) Suggested Master-at-Arms (MAA) Training
- (E) Sample Format Transient Personnel Unit Rules of Conduct
- (F) Special Transient Personnel Population Report
- (G) Procedures in the Event of TPU Population Overload
- (H) Prescribed Forms



CHAPTER I  
GENERAL POLICY

101. POLICY. Transient Personnel Units (TPUs) will provide for the efficient and expeditious processing of all transient personnel assigned. TPUs are operated in a military and disciplined manner. Quarters and quality of life will be provided in accordance with existing directives and will be commensurate with the rank, rate and status of the servicemember (regular transient, disciplinary transient, etc.). TPUs serve only transient personnel and do not function as a holding facility for personnel assigned to a locally available command including individuals in a disciplinary status. Transient personnel are not to be viewed as "labor of opportunity" or retained on board to fill a gapped or non-existent billet; they must be processed as quickly as policy permits. Where there is an established TPU in a geographic area (50 mile radius), all transient personnel as defined in this manual shall be assigned to that TPU for processing. If there is a need for transient personnel processing at more than one activity within a geographic area, then Transient Personnel Detachments (TPDs) may be established. Where there is a need to process transient personnel on a limited basis and the activity is not within 50 miles of a TPU the activity may establish a Transient Personnel Department (TPD). The term TPU where it appears throughout the text includes Transient Personnel Detachments and Transient Personnel Departments unless otherwise noted.

102. MISSION. The mission of TPUs is to ensure the Navy-wide transient pipeline flow remains free from stagnation and that transient personnel are processed as expeditiously as possible, given their individual circumstance. Since the transient pipeline generally processes over 85,000 individuals annually, it is critical that all efforts be focused on returning individuals to the fleet or separated as applicable.

103. AUTHORITY. The authority to establish, operate and disestablish a TPU is contained in this instruction.

104. ORGANIZATION. A TPU has a Commanding Officer/Officer-in-Charge (CO/OIC) who is responsible for the operation of the TPU in order to meet its stated mission. A TPU is a component part of the activity where the TPU is located. The CO/OIC of the TPU reports to the Commander/Commanding Officer of that activity for all administrative and operational functions.

105. APPLICABILITY. The provisions of this manual apply to all Navy TPUs. Commands may establish local instructions to supplement this manual, however, the intent and spirit of this manual shall be

BUPERSINST 1306.77  
JAN 19 1995

maintained. Copies of any supplemental instructions shall be provided to the Echelon III Commander (Type Commander or COMNAVBASE), Major Claimant and Bureau of Naval Personnel (Pers-84).

106. FUNCTIONS. The CO/OIC will provide the following for all transient personnel assigned:

- a. Indoctrination
- b. Messing and billeting
- c. Accountability
- d. Administrative functions
- e. Work assignments
- f. Disciplinary processes

107. REPORTS. The CO/OIC will provide a monthly report of transient personnel to the Type Commander, Major Claimant and CHNAVPERS (Pers-84) (appendix F).

108. INSPECTIONS. Major Claimants shall ensure that TPUs are inspected tri-annually. Inspections shall monitor compliance with the provisions of this manual and shall be conducted in accordance with the inspection checklist provided in appendix B. If the inspection is not conducted by the Major Claimant, a copy of the inspection report and reports of corrective action taken, where applicable, shall be provided to the Major Claimant.

CHAPTER II  
PHYSICAL PLANT

201. ESTABLISHMENT. Major Claimants will be the authority for establishment of a TPU. Approval will take into consideration anticipated population, level of staffing, facilities and support functions to assist the TPU in fulfilling its mission. Requests for establishment of a TPU will be submitted through the chain of command and will be accompanied with site, floor and staffing plans, and a description of the spaces to be utilized for male and/or female personnel. If establishment of a TPU is approved, a request for a separate Unit Identification Code (UIC) must be submitted to CHNAVPERS (Pers-51), in accordance with OPNAVINST 1000.16. CHNAVPERS (Pers-84) will be provided a copy of all establishment/authorizing correspondence concerning TPUs. TPDs will not be established nor operate within a 50-mile radius of a TPU without written approval of the Major Claimants.

202. DISESTABLISHMENT. Requests to disestablish a TPU will be forwarded, with justification and impact statement, to the Major Claimant via the chain of command.

203. CONSTRUCTION AND ALTERATION. Where possible, existing facilities shall be modified for TPU utilization, in lieu of new construction. Major claimants will approve design, configuration and space utilization for the facility. Any future alterations or change in utilization of TPU spaces must be approved by the Major Claimant prior to alterations or changes being made. Proposed alterations will include site and floor plans, list specific alterations and include estimated costs.

204. PLANNING FACTORS. TPUs should be located in areas which have adequate facilities to support the projected transient population, including provisions for the routine, unscheduled arrival of large numbers of transient personnel. Historical use patterns and local fleet unit presence will assist in determining this "surge" capacity at each site. An enlisted dining facility should be available.

205. PERSONNEL SUPPORT DETACHMENT (PERSUPPDET). The local PERSUPPDET will provide support. If the PERSUPPDET and TPU are not collocated, the area Personnel Support Activity (PERSUPPACT) will ensure that a PERSUPPDET service desk is established at the TPU to process transients.

206. CONFIGURATION. TPUs provide service for two basic types of personnel: regular transients; and transient personnel in a disciplinary status. Personnel in a disciplinary status may or may not be on punitive restriction or restriction in lieu of arrest. Personnel in a disciplinary status (whether on some form of

restriction or not) shall be berthed separately from regular transients. Berthing may be in the same building, but the separation shall be readily discernible.

207. BERTHING SPACES

a. Regular Transients. Except when not practicable due to surge conditions, berthing for regular transients shall be in accordance with the provisions of DODINST 4165.63 and reference (e). Special effort shall be made to ensure adequate accommodations are provided for personnel in pay grade E-5 and above.

b. Disciplinary Transients. For improved security and supervision, berthing for disciplinary transients shall be in "open bay" dormitories with communal head facilities. Each person will be provided a minimum of 72 square feet of space. Where possible, a separate open bay berthing space shall be provided for NJP personnel in a punitive restricted status. If not practicable, a portion of the disciplinary berthing area shall be set aside for those serving punitive restriction and shall be plainly identified.

208. SECURITY FEATURES. TPUs will not be equipped with extraordinary security devices (e.g., enclosed by a security fence that is locked, windows with bars, doors with bars or features that keep personnel confined, etc.). Security features used in Bachelor Housing Units designed to prevent intrusion may be used. Exits in areas used to house personnel in a disciplinary or restricted status shall preclude entrance from the outside, but shall be able to be opened from the inside. Exits in these areas shall be equipped with an alarm to notify staff when doors are opened.

209. STORAGE AREAS. A secure storage area shall be provided for personal property confiscated from personnel in a disciplinary status.

210. INSPECTIONS. There shall be a daily sanitation inspection conducted by a member of the TPU staff. A weekly safety/security inspection shall be conducted by a member of the TPU staff. A weekly zone inspection of the entire TPU will be conducted by senior TPU staff members. A quarterly sanitation inspection of the TPU will be conducted by the Preventive Medicine office. All inspections will be logged by the watch and inspection results will be retained through two cycles of inspection by the Major Claimant. Written reports will be submitted as required in Chapter 6.

CHAPTER III  
STAFFING

301. POLICY. TPUs will be staffed as determined by Efficiency Review Studies and approved by the Major Claimant.

302. OFFICERS. Each TPU will be headed by a CO/OIC as designated by the Chief of Naval Operations and detailed by the Bureau of Naval Personnel (BUPERS). The CO/OIC has NJP authority, in accordance with Article 15, Manual for Courts-Martial (1984), over all staff and transient personnel assigned to the TPU. If court-martial convening authority is desired for the CO/OIC of a TPU, such authority will be requested in accordance with Article 0121 of the Manual of the Judge Advocate General. The CO/OIC of the TPU is responsible for the overall administration and management of the unit. The CO/OIC of the TPU reports to the Commander/Commanding Officer of the activity where the unit is attached.

303. ENLISTED PERSONNEL. TPUs are unique facilities in that sailors in a normal transfer status, in the process of separation, and those in a disciplinary or restricted status are all housed and administratively handled by the same staff. This challenging environment requires that TPU staff demonstrate a high degree of leadership and supervisory ability. It offers a unique opportunity to enhance these qualities regardless of military specialty. Accordingly, enlisted personnel ordered to duty at a TPU shall be screened by their Commanding Officer to ensure they meet the qualifications outlined in Chapter 9, Enlisted Transfer Manual section entitled "Transient Personnel Unit Staff Selection".

304. REASSIGNMENT OF MEMBERS UNSUITED FOR TPU STAFF DUTY. Screening procedures for the selection of members for TPU staff duty are designed to select only the highest caliber individual. However, despite the most stringent of screening processes, isolated cases of assignment of individuals who are unsuited for such duty may occur. Personnel considered unsuitable for TPU staff duty fall into one of two categories:

a. Those members considered unsuitable for continued duty through no fault of their own (e.g., physical defect).

b. Those members considered unsuitable for continued duty as a result of their own actions (e.g., misconduct, deliberate lack of motivation, lack of interest, poor attitude or similar reasons). When a CO/OIC considers an individual unsuitable for continued duty at a

JAN 19 1995

TPU, a recommendation for removal from such duty shall be submitted in accordance with procedures outlined in Chapter 9, Enlisted Transfer Manual.

305. MALE/FEMALE STAFF. TPUs have both male and female transient personnel assigned. Accordingly, it is necessary that the TPU staff have both female and male members. Care shall be exercised to ensure that staff personnel are not assigned duties in areas when they may observe routine nudity of the opposite sex.

306. MANPOWER AUTHORIZATIONS. After manpower requirements are established or revised by Efficiency Review Teams and approved by the Major Claimant, Navy Manpower Authorizations (MPA) (NAVPERS 1000/2) shall be submitted reflecting such requirements or changes. TPU MPAs will be included in the MPAs of the activity where the TPU is located, with the TPU identified as a component activity with a separate Unit Identification Code (UIC). The MPA shall reflect four departments/divisions for each TPU:

- a. Administration Department/Division;
- b. Regular Transient Department/Division;
- c. Disciplinary Transient Department/Division; and
- d. Master-at-Arms Department/Division.

The suggested staffing for each of these departments/divisions follows. Although billets specifically identified are for large TPUs, medium or small TPUs may combine billets as necessary. Additional duties may be assigned at any TPU.

e. Commanding Officer/Officer-in-Charge. The duties and responsibilities of the CO/OIC are established by Navy Regulations (1990), general orders, customs and traditions. The authority of the CO/OIC is commensurate with his/her responsibility, subject to limitations prescribed by law and Navy Regulations (1990). The CO/OIC is responsible for the overall administration and management of the TPU. In TPDs and smaller TPUs, CO/OICs may be assigned to the Administrative Department/Division of their parent activity.

f. Executive Officer/Assistant Officer-in-Charge (XO/AOIC). The XO/AOIC is the direct representative of the CO/OIC and shall be primarily responsible for the organization, accountability, performance of the staff and good order and discipline of the unit.

g. ADMINISTRATION DEPARTMENT/DIVISION. Billets that may be assigned to the Administrative Department/Division, either on a full time or collateral basis include, but are not limited to the following:

(1) Administrative Officer. Responsible to the XO/AOIC for all command administrative services. Responsible for the supervision and work assignments of all personnel assigned to the administrative department/division.

(2) Commanding Officer/Officer-in-Charge Secretary/Yeoman. Provides administrative services in support of the CO/OIC.

(3) Correspondence Secretary/Yeoman. Responsible for processing and preparing all incoming and outgoing correspondence and reports.

(4) Training Petty Officer. Provides for staff training and coordination of transient training with the base training program, as appropriate. Maintains staff training documentation.

(5) Work Detailing Petty Officer. Responsible for the planning and coordination of work projects and assignment of all transient personnel to work details.

(6) Health and Comfort Petty Officer. Ensures all transients have sufficient health and comfort items if they are in a non-pay status. Coordinates with the Lucky Bag custodian to obtain uniform items for those who report without uniforms and/or in a non-pay status.

(7) Supply Petty Officer. Responsible for the requisition, maintenance and accountability of supplies needed at the TPU.

(8) Legal Secretary/Yeoman. Assists in preparation of all legal documents, preparing cases for CO/OIC's NJP, processing administrative separation cases, etc. Responsible for tracking convening authority actions for personnel confined in the station brig in a post-trial status. TPUs that house higher percentages of disciplinary transients may establish a Legal Department/Division as necessary to facilitate efficient processing.

h. REGULAR TRANSIENT DEPARTMENT DIVISION. Billets that may be assigned to the Regular Transient Department/Division include, but are not limited to the following:

(1) Regular Transient Department Head/Division Officer Reports to the XO/AOIC. Responsible for the overall operation and management of regular transient personnel who are being processed for transfer, separation, etc., and are not in a disciplinary status.

(2) Billeting Petty Officer. Responsible for assignment of all regular transients to rooms or dormitories, as appropriate, commensurate with rank.

(3) Mustering Petty Officer. Responsible for the daily muster and accountability of all regular transient personnel assigned. Coordinates with the work Assignment Petty Officer to ensure accountability of all regular transient personnel and assignment to work details. Coordinates with

Administrative Department and PERSUPDET to ensure regular transients are aware of and report to their scheduled appointments. Responsible for ensuring that regular transient personnel are kept aware of the status of their transfer or separation.

(4) Barracks Petty Officer(s). Responsible for the maintenance, cleanliness and upkeep of rooms and dormitory spaces.

(5) Linen Locker Supervisor. Responsible for the issuance and accountability of linens, blankets, pillows, etc. issued to transient personnel.

i. DISCIPLINARY TRANSIENT DEPARTMENT/DIVISION. Billets that may be assigned to the Disciplinary Transient Department/Division include, but are not limited to the following:

(1) Disciplinary Transient Personnel Department Head/Division Officer. Responsible to the XO/AOIC for the overall management and administration of transient personnel who are in a disciplinary status while assigned to the TPU.

(2) Billeting Petty Officer. Responsible for assignment of all disciplinary transients to "open bay" dormitories and bunks by status (e.g., Punitive Restriction, Restriction in Lieu of Arrest, Awaiting Administrative Separation, etc.).

(3) Mustering Petty Officer. Responsible for daily muster and accountability of all disciplinary transient personnel. Coordinates with the Work Assignment Petty Officer to ensure accountability of all disciplinary transient personnel and assignment to work details. Coordinates with the



Administrative Department and PERSUPPDET to ensure disciplinary transient personnel are aware of and report to all scheduled appointments.

(4) Dormitory Supervisor. Responsible for the maintenance of good order and discipline, cleanliness and upkeep of dormitory spaces under his/her control.

(5) Punitive Restriction Supervisor. Responsible for the supervision, mustering, accountability and all related matters concerning personnel serving punitive restriction.

(6) Restriction in Lieu of Arrest Supervisor. Responsible for the supervision, mustering, accountability and all related matters concerning personnel placed on restriction in lieu of arrest while assigned to the TPU.

(7) Lucky Bag/Personal Property Supervisor. Responsible for confiscating, maintenance and accountability of all uniform items taken from personnel being discharged from the service under other than honorable and/or entry level conditions. Responsible for safekeeping all items confiscated from transient personnel in a disciplinary status (civilian clothes, etc.). As authorized by the CO/OIC or designee, issue uniform items as necessary to all transient personnel in need of uniform items (e.g., non-pay status, loss of uniform items, etc.).

j. MASTER-AT-ARMS DEPARTMENT/DIVISION. Billets that may be assigned to the Master-at-Arms Department/Division include, but are not limited to the following:

(1) Chief Master at Arms (CMAA). Responsible to the XO/AOIC for the enforcement of good order and discipline. Provides training to all staff personnel in law enforcement and investigation of disciplinary reports.

(2) Master-at-Arms-Force. Assists the CMAA in maintaining good order and discipline. Performs roving patrol duties and ensures appearance standards are maintained. Conducts searches as authorized by the CO/OIC/CMAA.

(3) Investigator. Investigates all disciplinary reports submitted on staff or transient personnel assigned to the unit and provides the results of such investigation to the CMAA.

(4) Urinalysis Coordinator. Responsible for administering the command urinalysis program.

(5) Escorts. Responsible for escorting prisoners, confined in the brig, who are assigned to the TPU as their parent

JAN 19 1995

command, to appointments (e.g., appearance at court-martial, medical appointments, legal appointments, etc.). Provide escort functions, as necessary, for personnel in a restricted status.

(6) Barber. Provide haircuts for personnel in a transient status.

307. COLLATERAL DUTY ASSIGNMENTS. A Chaplain and a Staff Judge Advocate will be assigned to the TPU on a collateral duty basis.

308. GENERAL RULES OF CONDUCT FOR STAFF. TPU staff perform in a high visibility and potentially explosive environment. Accordingly, it is essential that their conduct is at all times professional. Staff shall treat all transient personnel fairly and with respect. Harassment, physical abuse or maltreatment in any form shall not be condoned nor tolerated.

CHAPTER IV  
ASSIGNMENT AND PROCESSING OF TRANSIENT PERSONNEL

401. ASSIGNMENT OF TRANSIENTS TO A TPU. This Chapter designates transient personnel who may be assigned to a TPU for processing and sets criteria for moving personnel through the transient pipeline. Transient personnel assigned to TPDs will be processed according to applicable sections of this instruction.

402. REGULAR TRANSIENTS

a. Personnel awaiting separation from the service under honorable conditions. Personnel received at TPUs in this status are from commands located outside of the continental limits of the United States (CONUS) and Hawaii, or from ships or mobile units scheduled to deploy outside of CONUS. Such personnel are to be separated or placed on separation leave within 7 days of arrival at the TPU. In order that personnel may be separated or placed on separation leave within seven days, the transferring command shall:

(1) Ensure that a separation physical has been conducted within the time frame required by current directives.

(2) Ensure that required blood tests have been conducted within 45 days of separation or commencement of separation leave.

(3) If the transferring command is a ship or mobile unit scheduled to deploy outside CONUS during the period of separation leave, the individual will be transferred so as to report to the TPU seven days prior to commencement of separation leave.

b. Personnel awaiting further transfer. Personnel received at a TPU awaiting further transfer are personnel who are in receipt of Permanent Change of Station (PCS) orders and are either awaiting transportation to a deployed unit or the TPU has been directed to retain the individual on board awaiting the

return or arrival of the ship or mobile unit. Ships and mobile units shall not transfer personnel to a Temporary Additional Duty (TAD) status to a TPU pending PCS transfer prior to movement. The ship or mobile unit will either obtain the appropriate order modification to effect transfer prior to departing or effect the PCS transfer as directed.

c. Personnel awaiting further assignment. TPUs receive personnel for further assignment in a variety of ways (e.g., servicemembers who have been hospitalized in a Temporary Duty (TEM DU) status and are now ready to return to full duty, personnel who are returning to duty after completing confinement in excess of 30 days,

awarded by a court-martial, and personnel with prior service who reenlist under the NAVET or OSVET programs). TPUs will ensure that the local PERSUPPDET submits initial availability reports immediately upon receipt of the individual at the TPU, and ensure that the PERSUPPDET submits tracer reports when orders are not received within 2 weeks after the initial availability has been submitted.

d. Servicemembers recommended for Limited Duty Assignment (LIMDU). Navy personnel who have been assigned to a medical treatment facility (MTF) in a TEMDU status or are assigned to Arduous Sea Duty (Type 2) or Accompanied/Unaccompanied Non-rotated Sea Duty (Type 4) and who have been placed in a first period of limited duty of 6 months or less by a medical board will be transferred to a TPU (when one is located near the MTF) once the medical board decision has been signed. A signed copy of the medical board report shall be placed in the individual's service record. TPUs will ensure that PERSUPPDETs submit LIMDU availability report immediately upon receipt of the individual at the TPU, and tracer reports after 2 weeks, if LIMDU assignments are not received.

e. Personnel pending Departmental Review or Physical Evaluation Board (PEB) proceedings as a result of a medical board.

(1) If an individual is hospitalized in a MTF, the member will be retained on board until the local medical board process is complete. Once the medical board report is signed,

the member may be transferred to a TPU, provided the member is ambulatory, not in need of nursing procedures, dietary care and/or special treatment not readily available outside the MTF. When an individual reports to a TPU with a condition that is questionable, the CO/OIC of the TPU shall contact the Head, Patient Administration Department of the MTF. The Head, Patient Administration Department is responsible for resolving questionable cases, keeping the best interests of the member, TPU, and MTF in mind.

(2) If a member is being processed by an Outpatient Medical Board (NOTE: This applies only to personnel who have not been admitted to an MTF in a TAD or TEMDU status) the member may be transferred to a TPU in a TEMDU status provided all of the following provisions are met:

(a) The medical board states the member is not fit for full duty;

(b) The member is permanently attached to a command classified as Arduous Sea Duty (Type 2) or Accompanied/Unaccompanied Non-Rotated Sea Duty (Type 4);

(c) The member is ambulatory, not in need of nursing procedures, dietary care, or special treatment not normally available outside the MTF; and

(d) The member's medical condition does not warrant convalescent leave. Convalescent leave will not be granted en route to a TPU. In such cases the MTF will issue memorandum orders directing the member to report to the TPU to await a medical board and availability processing. If the member reported to the MTF with funded TAD orders for the purpose of travel reimbursement, the MTF will prepare a memorandum endorsement to the orders. The MTF is responsible for notifying the parent command by message that the member has been transferred to the TPU and will direct the parent command to forward the member's records and accounts with TEMDU orders to the PERSUPPDET servicing the TPU. Parent commands shall comply with this directive within 5 working days.

#### 403. DISCIPLINARY TRANSIENTS

a. Prisoners. In areas where a Waterfront Brig and TPU are components of the same station, all prisoners assigned to the brig who have been sentenced to confinement for a period of 31 days or more or who have been awarded a punitive discharge (Bad Conduct or Dishonorable Discharge) as a part of the court-martial sentence (regardless of length of confinement) are transferred to the TPU in a TEMDU status upon confinement of the individual in the brig. Waterfront Brigs having personnel in pretrial confinement at the time of the court-martial, who receive a punitive discharge as a part of their sentence or who receive adjusted confinement of 31 days or more as a part of their sentence, will initiate immediate action to provide for the transfer of the servicemember from the parent command to the TPU in a TEMDU status. This is a critical requirement since without the TEMDU orders the TPU cannot process the prisoner for separation, submit availability reports or place the prisoner on either voluntary or mandatory appellate leave upon completion of confinement. If TEMDU orders are not received within 5 working days of court-martial sentencing or post-trial confinement, the TPU will request such orders via official message. A follow-up message to the parent command will be sent if TEMDU orders are not received within two weeks of the original request. Follow-up messages will include the parent command's chain of command and the major claimant of the brig as information addressees. In order to ensure (to the maximum extent

possible) that prisoners move Brig-to-Gate upon completion of confinement, the following procedures will be followed:

(1) Prisoners returning to full duty upon completion of confinement. Prisoners returning to full duty upon completion of confinement will be made available for orders at least 3 weeks prior to their scheduled date of release from confinement. If PCS orders are not received within two weeks, ADTAKE messages will be submitted as required by the Enlisted Transfer Manual. While it is the responsibility of the serving PERSUPPDET to submit availability reports, it is imperative that the TPU and Brig staffs monitor the process to ensure that initial and follow-up reports are submitted. Upon release from confinement, ex-prisoners who are awaiting orders to return to full duty shall be housed with regular transient personnel.

(2) Prisoners awarded punitive discharges as part of their court-martial sentence.

(a) Prisoners who are not transferred to a Consolidated Brig prior to completion of confinement, who have unsuspended punitive discharges as part of their sentence upon completion of confinement, will be offered the opportunity to go on voluntary appellate leave upon release from confinement if the convening authority's action is not expected to be completed. The prisoner will be offered this opportunity (whenever possible) sufficiently in advance so that in the event the prisoner requests voluntary appellate leave, all administrative details (e.g., physical examinations, identification card preparation, etc.) are completed when released from confinement.

(b) Prisoners released from confinement who have an unsuspended punitive discharge as a part of their court-martial sentence who do not desire to go on voluntary appellate leave will be retained at the TPU until Convening Authority (CA) action is completed. Once CA action is received the individual will be placed on mandatory appellate leave. The CO/OIC of the TPU may delay a member's transfer to appellate leave when the CA or legal representatives recommend that the punitive discharge be suspended and the individual has submitted a request for return to duty to the Navy Clemency and Parole Board (NC&PB). Personnel awaiting NC&PB or CA action will be housed in the disciplinary transient section of the TPU. TPU personnel will monitor receipt of CA actions for all prisoners confined in the Brig, request status of CA action via official Navy message if CA action has not been received within 60 days of the court-martial, and send a follow-up message every 30 days thereafter. Follow-up messages will info the Office of the Judge Advocate General (OJAG) and the major claimant of the Brig and TPU.

(c) Prisoners released from confinement at an overseas brig, who have an unsuspended punitive discharge as a part of their sentence, or servicemembers who receive a punitive discharge at court-martial but no post-trial confinement time, shall be transferred to the nearest CONUS TPU for processing. Transfer shall occur without regard to CA action. The overseas command transferring the servicemember to a CONUS TPU shall ensure required separation physicals and blood tests are completed prior to transfer, and provide the CONUS TPU with a copy of all message traffic pertinent to obtaining CA action. In accordance with procedures outlined in SECNAVINST 5815.3, the transferring command is required to submit Clemency and Parole requests to the NC&PB or have the waiver of such hearing signed prior to transferring the servicemember. A copy of the Clemency and Parole request or waiver shall be forwarded to the CONUS TPU upon transfer.

(d) Prisoners released from confinement at a Consolidated Brig, who have an unsuspended punitive discharge as a part of their sentence, and the CA has not yet taken action will be transferred to TPU, Naval Station San Diego, CA or Naval Station, Charleston, SC, in a TEMDU status unless the member requests voluntary appellate leave. Upon transfer, the Consolidated Brig shall provide the TPU a completed copy of the prisoner's NC&PB Clemency and Parole request or a signed waiver of hearing.

b. Deserters in civil confinement. Declared deserters held in civil confinement will be administratively assigned to the nearest disciplinary command to the place of confinement. (Pers-842) will forward records and accounts of the individual to the designated command. Deserters convicted of a civil offense and sentenced to jail will be immediately processed for Administrative Separation (ADSEP). If the individual is transferred to another confinement facility outside the area of the command, notify Pers-842 for reassignment of the individual to another command closer to the place of confinement.

c. Personnel being processed for ADSEP.

(1) Parent commands are responsible for processing their own personnel for ADSEP. However, upon request, BUPERS may authorize the TEMDU assignment of a member to a TPU for ADSEP processing. Requests for TEMDU assignment must identify the formal reason(s) for processing, including a brief summary of the circumstances and the reason a transfer is required. The requests should also indicate TPU concurrence or non-concurrence.

(2) Ships within 21 days of an at-sea operation, with a member being processed for ADSEP who waives the right to an ADMIN Board, may submit a message request for discharge to BUPERS and

BUPERSINST 1306.77  
JAN 19 1995

transfer the servicemember TAD to the nearest separation activity. BUPERS will authorize a member status change to TEMDU, when appropriate.

(3) Deployed units, processing a member for ADSEP, may submit a message request to BUPERS for discharge and may transfer the member TAD to the nearest CONUS TPU. BUPERS will authorize a member status change to TEMDU, when appropriate.

(4) A CO/OIC may request, via message, BUPERS authority to TEMDU administrative discharge cases, involving convening of an ADMIN Board, to a TPU. If approved, commands must ensure all supporting documentation, witness statements, etc., are forwarded to the TPU.

(5) To limit the potential for embarrassment to the United States Navy, members being processed for ADSEP at OUTUS TPUs shall be transferred to the nearest CONUS TPU pending BUPERS or SECNAV approval.

(6) In processing ADSEPs the following time limits are set:

(a) When ADSEP processing is appropriate, a Letter of Notification (LON) will be issued immediately.

(b) Commanding Officers with discharge authority in the case will effect discharge within 15 working days.

(c) If the discharge authority rests with BUPERS and no Administrative Discharge Board is involved, the case will be forwarded to BUPERS within 10 working days after issue of the LON.

(d) If the discharge authority rests with BUPERS and an Administrative Discharge Board is involved, the completed Administrative Discharge Board results will be forwarded to BUPERS within 30 working days after issue of the LON.

(e) In cases requiring the Secretary of the Navy's approval, the case will be forwarded to BUPERS within 30 days after issue of the LON.

404. SPECIAL CIRCUMSTANCES. In some instances (e.g., a ship is getting underway for local operations and a crew member has a medical, dental appointment that it is critical to meet; a command member is under investigation by the Naval Criminal Investigative Service (NCIS) or is cooperating with NCIS in an on-going investigation and retention at the parent command would be dangerous, etc.) it may be appropriate for the TPU to provide berthing, support and administrative services for personnel in a TAD status. These instances will be dealt with on



an individual basis and the CO/OIC of the TPU has the authority to accept or decline such personnel, as appropriate. When accepted, no-cost TAD orders shall be issued for a period not to exceed 30 days.

405. INAPPROPRIATE ASSIGNMENTS TO A TPU

a. The TPU is not authorized to act as a disciplinary barracks for area commands. Restriction awarded by a Commanding Officer, other than the CO/OIC of the TPU, shall be served at the location of the command imposing the punishment.

b. The TPU is not authorized to act as a Medical Holding Company for personnel receiving outpatient care (including psychiatric treatment) from an MTF.

c. The TPU is not a holding company for student dropouts from local school commands. An exception to this policy is that personnel not completing Nuclear Training Unit Idaho Falls, Service School Command Great Lakes, or Navy Hospital Corpsman School Great Lakes may be assigned to TPU Puget Sound or TPU Great Lakes respectively to await transfer.

CHAPTER V  
OPERATIONS

501. Central Billeting. A central point shall be established at each TPU for personnel checking in and checking out. This is the focal point for accountability of all transient personnel assigned to the TPU. To ensure a positive first impression of the command, personnel assigned to Central Billeting must present a professional, courteous military appearance and be knowledgeable concerning the operation of the TPU. The Central Billeting desk shall be staffed 24 hours a day and supervised by at least one staff member, augmented by regular transient personnel as required by the CO/OIC. Disciplinary transients shall not be assigned to duties with the Central Billeting.

502. ACCOUNTABILITY. As the central processing unit for arrivals and departures, Central Billeting shall maintain a running count of all transients assigned including their room/dormitory and bunk assignments. Personnel check-in/out shall be coordinated with the servicing PERSUPPDET and utilize an efficient check-in/out sheet. PERSUPPDET should be encouraged to use an ink stamp when checking-in or checking-out transients to help prevent manipulation of the process. To ensure accountability of transient personnel and to facilitate rapid and efficient processing of personnel, the following procedures are directed:

a. Transient personnel reporting during normal working hours. Once the individual has checked into Central Billeting and has been added to the running count, the servicemember will be provided with a check-in sheet and directed to report immediately to PERSUPPDET with orders and records. Once the servicemember has completed checking in with PERSUPPDET, the member will return to Central Billeting and complete checking into the TPU. The member will be assigned a room/dormitory and bunk commensurate with status and rank (e.g., regular transient, disciplinary transient, E-7, E-5, E-3), and will be assigned to a division (regular transient, disciplinary transient). If the division is responsible for room/dormitory/ bunk assignments, the division petty officer will notify Central Billeting as to such assignment. Division petty officers are responsible for advising newly arrived transients as to muster, work assignment and appointment procedures. At the end of each normal workday Central Billeting shall compile a roster of all personnel who reported to the unit during the day, with the division assignment annotated. A copy of this roster shall be provided to the CO/OIC, each division mustering petty officer, the work supervisor and to the PERSUPPDET prior to muster the next workday.

JAN 19 1995

b. Regular transient personnel reporting after normal working hours. Central Billeting will exercise muster responsibility and accountability control for all regular transients reporting after normal working hours until after the morning muster on the next normal workday. Once muster is completed on the next normal workday, regular transients will complete check-in with the PERSUPPDET (if not already done) and will complete the TPU check-in process. Central Billeting will maintain a running roster of all transients arriving after normal working hours, for muster purposes, and will advise such personnel of muster requirements. After muster on the next normal workday, the transient's name will be added to the roster of personnel reporting, and assigned to a division during that day.

c. Disciplinary Transients reporting after normal working hours. Since the disciplinary section of the TPU always has a permanent TPU staff member on duty, transients who have completed check-in at Central Billeting will immediately be assigned to the Disciplinary Division. This division will assume mustering and accountability responsibility for the servicemember. After muster on the next normal work day, the disciplinary transient will complete check-in procedures with the PERSUPPDET (if not already accomplished). Central Billeting will maintain a running roster for all disciplinary transients who report after normal working hours. Copies of this roster will be provided to the CO/OIC, Disciplinary Transient Division Officer, work supervisor and PERSUPPDET prior to 0800 on the next normal workday.

NOTE: Regular Transients who are authorized to live ashore are not required to maintain rooms/bunks/lockers at the TPU, but will be required to provide Central Billeting with a local address and phone number where they can be reached. All disciplinary transients shall be assigned a dormitory/bunk and locker at the TPU.

d. Personnel departing the Transient Personnel Unit. All personnel departing the TPU shall check-out with Central Billeting and PERSUPPDET. Except in cases of emergency, personnel will check-out of the TPU during normal working hours. Central Billeting will compile a list of all personnel who depart the TPU each day and provide copies to the CO/OIC, all divisions, work supervisors and the PERSUPPDET, prior to muster on the next normal workday.

NOTE: It is imperative that all divisions and PERSUPPDET check the arrival and departure listings provided by Central Billeting daily to ensure their records agree. Any discrepancies should be reported to Central Billeting for immediate resolution.

503. ROSTERS. To ensure efficient processing of transient personnel, it is imperative that the TPU and PERSUPPDET maintain coordination and cooperation. To this end, representatives of the TPU staff and the PERSUPPDET staff shall meet at least weekly to compare the On-Board TPU Listing against the PERSUPPDET Listing. Any differences should be investigated and reconciled immediately. This review will also identify personnel remaining on board past the target departure dates and will prompt a review of processing procedures in individual cases. It is strongly recommended that the TPU CO/OIC attend this meeting.

504. MUSTERS. All transient personnel assigned to the TPU will muster daily. Regular transient personnel who are assigned to permanent work centers may muster with their work supervisor by telephone. However, at least one on-site muster of all transient personnel will be conducted each week. Only duty sections for regular transient personnel will be required to muster on weekends and holidays. Personnel in a disciplinary status will muster daily unless specifically excused by

competent authority. Musters will be conducted in a military manner, all personnel shall wear the prescribed uniform as determined by the CO/OIC (e.g., Uniform of the Day or Working Uniform). Personnel in a disciplinary status shall be inspected daily at quarters and all transients will be inspected at least weekly. At quarters, mustering petty officers will inform transient personnel of special announcements, transfers, appointments, and work assignments for the day. A report of the results of musters shall be provided to CO/OIC and Central Billeting by 0800 each day. Central Billeting will be responsible for notifying the PERSUPPDET of transient personnel listed in an unauthorized absence (UA) status at the conclusion of muster. Immediate action shall be initiated to verify that a person is in fact UA, if not present for muster (e.g., check room, place a telephone call to the servicemember at home if living ashore, etc.) and not just sick or incapacitated for some reason.

505. INSPECTIONS. Daily personnel inspection of disciplinary transients will be conducted at quarters each day. Regular transient personnel will be inspected weekly at quarters. A daily sanitation and safety inspection of all spaces will be conducted by division officers or designated representatives. Weekly zone inspections will be conducted as assigned by the CO/OIC. A quarterly sanitation inspection of all berthing areas shall be conducted by medical personnel.

JAN 19 1995

506. DISTURBANCES AND EMERGENCIES. The TPU will publish (at a minimum) the following emergency bills as part of the Standard Operating Procedure Instruction (SOP) for the unit:

a. RIOT AND DISTURBANCE. Prevention of a riot or disturbance is the preferred course of action and all standard operating procedures at the TPU shall be formulated with this as the objective. However, if a riot or disturbance should occur, procedures must be in place to:

(1) Identify and isolate leaders of the riot or disturbance. Troublesome groups are to be treated firmly but fairly.

(2) Outline use of force procedures. Force or physical contact is authorized only when absolutely necessary to prevent injury to an individual or to prevent serious destruction of property. If use of force does become necessary, the minimum amount of force necessary to bring the disturbance under control will be used.

(3) Liaison with base security to ensure adequate procedures are in place to provide emergency support (police/fire/EMT, etc.) when conditions warrant.

(4) Procedures for use of instruments of restraint. Instruments of restraint shall not be used at the TPU unless necessary to prevent injury to an individual or to prevent serious damage to property, and when other methods of control would be ineffective. Use of restraint must be authorized by the CO/OIC (or the senior TPU staff member present in the absence of the CO/OIC) or by a medical officer. An Incident Complaint Report (ICR) is required when restraints are used.

NOTE: The foregoing in no way limits the use of instruments of restraint by law enforcement personnel involved in the apprehension of persons suspected of or in the process of committing offenses.

(5) Ensure that TPU staff personnel are unarmed at all times.

(6) Ensure adequate procedures are in place on the installation to handle hostage situations. Identify the personnel responsible for negotiations (base security, local authorities, etc.). The CO/OIC of the TPU shall never be the negotiator. Procedures should emphasize that persons taken hostage lose all authority.

b. FIRE BILL. Prevention of fire is the objective of any fire bill, therefore, the bill should stress safety procedures to be observed and enforced by all personnel assigned to the TPU (both staff and transients). The fire bill shall also include a minimum schedule for conducting fire drills (e.g., weekly for each section). A diagram outlining evacuation routes shall be posted in all berthing and working areas. The fire bill shall be coordinated and approved by the station fire marshal. At a minimum the fire bill shall include the following:

(1) Designation of muster points and security necessary if the TPU has to be evacuated.

(2) Availability and location of all fire-fighting equipment.

(3) Availability and location of all portable lighting equipment.

c. NATURAL DISASTER BILL. At a minimum the Natural Disaster Bill shall provide the following:

(1) Designation of evacuation point and security required should it become necessary to evacuate the TPU.

(2) Routes to be taken to reach evacuation points.

(3) Provisions for emergency food, water and first aid.

(4) Procedures for accounting for all staff and transient personnel once evacuation has been completed and upon return to the TPU.

(5) Establishment of working parties to assist in clean up, rescue efforts, etc.

507. GOOD ORDER AND DISCIPLINE. TPUs shall operate as any other Naval organization, in a military environment with all military courtesies, customs and traditions observed. Transient personnel, whether or not they are in a disciplinary status, will not be required to perform non-standard military practices (e.g., salute enlisted personnel). The CO/OIC of the TPU has NJP authority over all TPU staff and transient personnel (either in TEMDU or TAD status).

508. RESTRICTION. Servicemembers in a restricted status at the TPU are either serving Punitive Restriction awarded as a result of NJP/Court-Martial or placed in a Restriction in Lieu of Arrest status

by the CO/OIC of the TPU. In either case it must be recognized that restriction is moral restraint as opposed to confinement which is the physical restraint of an individual. In administering restriction the following guidelines are provided:

a. The servicemember will be provided with a written copy of restriction papers which outline:

(1) The boundaries of the restriction (e.g., the limits of the Naval Station).

(2) Areas of the station that are off-limits during restriction (e.g., clubs, bowling alleys, snack shops, etc.).

(3) Times for muster (as often as deemed necessary by the CO/OIC, however musters should not interfere with normal sleeping hours nor with the servicemember performing a normal workday).

(4) Uniform requirements (a restricted person should not normally be allowed to wear or have civilian clothes in his/her possession while in a restricted status).

(5) Designate area where restriction will be served and berthing area assigned.

(6) Advise the member that failure to make required musters and/or breaching the limits of restriction are offenses punishable under the UCMJ by either court-martial or NJP.

(7) Advise the servicemember that possession of contraband (outline what constitutes contraband, e.g., civilian clothes, alcohol, etc.) is prohibited. Searches of the individual and/or their locker may be conducted at any time.

NOTE: Restricted papers should be signed by the CO/OIC and by the TPU staff member outlining the provisions of restriction. Restricted papers shall be signed by the servicemember being placed on restriction, acknowledging notification of restriction and that the contents have been explained. If the restricted person refuses to sign the document, this shall be noted by the TPU staff member and a statement as to time, date and location where the provisions of the restriction were explained to the servicemember be attached to the restriction papers.

b. Areas designated as restriction and berthing areas where restricted personnel are assigned may be secured to eliminate access from outside, but must provide an exit point. Exit doors will be alarmed to alert TPU staff when opened.

c. Servicemembers on restriction are required to work and should observe a normal work day. Work should be meaningful and contribute to the support of the command and the Navy.

d. In going to appointments (e.g., medical, PERSUPPDET, legal, etc.) a walking chit system should be used. Servicemembers in a restricted status should not be escorted to appointments by a TPU staff member.

e. Military Identification Cards (DD Form 2N) should not be confiscated from servicemembers in a restricted status.

509. LEAVE AND LIBERTY. To ensure expedient processing, regular transient personnel are discouraged from taking annual leave. The CO/OIC may approve leave for regular transients on a case-by-case basis when it is in the best interest of the servicemember and the Navy. Transients in a disciplinary status will not normally be granted annual leave. The CO/OIC may grant emergency leave for any transient person when warranted. Liberty will be granted in accordance with existing Navy policy for ashore commands and as determined by the CO/OIC as required by NAVPERS 15665.

510. PERSONAL APPEARANCE. Transient personnel shall present a neat, well-groomed, military appearance at all times. No special identification or uniform articles are authorized. Returned deserters who do not have proper military uniforms in their possession shall be provided a minimum issue of uniforms from the TPU "Lucky Bag". If a deserter has no uniforms available, new items can be obtained through use of NAVSUP Form 28, provided expenses for such items can be charged against the individual's pay account. Deserters returned in a non-pay status should be issued uniforms from the TPU "Lucky Bag" only.

511. PROGRAMS. The following programs will be provided for all transient personnel:

a. Indoctrination. A formal indoctrination program will be provided for all transient personnel. Every effort will be made to schedule indoctrination on the first normal work day after arrival. The number of transient receipts may not justify daily indoctrination programs, however, to ensure timely indoctrination, a minimum of two shall be provided weekly. The indoctrination program shall be positive in tone and stress the importance of the transient servicemember in the process. Either the CO/OIC or XO/AOIC shall personally make a presentation during the indoctrination program. The following topics shall be addressed during indoctrination:

- (1) Mission of the TPU;



JAN 19 1995

- (2) Chain of command at the TPU;
- (3) Military Bearing/Rules and Regulations at TPU;
- (4) Anticipated length of stay of a transient at the TPU;
- (5) Leave and Liberty policy;
- (6) Work requirements;
- (7) Daily routine;
- (8) Mailing Address;
- (9) Services available (recreational, medical, legal, dental, religious etc.);
- (10) Contraband;
- (11) Training (general military, special, physical);
- (12) Inspections (personnel and zone);
- (13) Activities in the area that servicemembers may find interesting;
- (14) Activities and areas to be avoided (i.e., off-limit areas, etc.) where applicable. Upon completion of this portion of the indoctrination program, regular transients will be excused and a follow-up session (if necessary) will be held for disciplinary transients outlining any special items they need to be aware of (e.g., restriction program, off-limit activities/areas, appointments, etc.).

b. Work Program. All transient personnel will be assigned to work details that do not interfere with their processing. Expeditious processing takes precedence over work assignments. Transients are not to be viewed as "labor assets" to fill vacant or gapped billets.

c. Physical Training. A formal, command-sponsored physical training program is not required for transient personnel, however, they should be encouraged to develop their own physical training program and be informed of station assets available for physical fitness activities. Personnel not in compliance with Navy weight standards shall be assigned to dietary and physical regimens as dictated by medical authority.

d. Training. General Military Training is not required for transients. Transients expected to remain at the TPU for extended periods of time (awaiting PEB action, return of afloat commands, etc.) will participate in General Military Training with TPU staff if feasible.

e. Religious Program. A Chaplain will be assigned to the TPU on a collateral duty basis. The Chaplain or an appropriate representative should address transients during indoctrination concerning the availability of programs and assistance.

f. Legal Services. A legal officer or legal clerk is assigned to the TPU and should be available to all transient personnel. The legal officer or legal clerk should address transients during indoctrination concerning programs and assistance available to them.

g. Counseling Services. Career Counselors, Drug and Alcohol Counselors and the Command Master Chief are available at

the TPU, parent command or station. Transient personnel will be advised of procedures to avail themselves of their services.

h. Morale, Welfare AND Recreation. All transients should be briefed during indoctrination and muster, on services available through MWR programs.

512. SPECIAL REQUEST/AUTHORIZATION (NAVPERS 1336/3). All transient personnel have the right to submit special request chits. Member rights and command requirements as directed by Navy Regulations shall apply.

513. MEDICAL HOLDING COMPANY. TPUs do not operate Medical Holding Companies. Medical Holding Companies are minimum care facilities located at naval hospitals or medical clinics. They are staffed by medical personnel and operate for those active duty enlisted personnel who have been released from inpatient care at the hospital, but whose condition is such that they cannot return to full duty and must remain in an outpatient status. Personnel in this status will remain assigned to Medical Holding Companies until they are fully released and ready to return to full duty or limited duty to process for separation or to await the results of a Physical Evaluation Board (PEB).

BUPERSINST 1306.77  
JAN 19 1995

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Enclosure (1)

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CHAPTER VI  
ADMINISTRATIVE MATTERS

601. RESPONSIBILITIES

a. BUPERS (Pers-84) is responsible for establishing policy and standards for the administration and operation of TPUs.

b. Major claimants, through the chain of command, are responsible for the day-to-day operation and administration of TPUs in their area of responsibility. Major claimants shall conduct inspections of TPUs on an 18-24 month cycle. A copy of the report of inspection shall be provided to Pers-84.

c. CO/OIC's shall administer TPUs in conformance with this instruction.

d. CO/OIC's of the local PERSUPPDET will provide pay, personnel and passenger transportation support to the TPU. Ideally the TPU and PERSUPPDET will be collocated. If the TPU and PERSUPPDET are not collocated, PERSUPPACT will coordinate the establishment of a PERSUPPDET service desk at the TPU.

e. The Base Security Department will, upon request, provide training for TPU personnel assigned to Master-at-Arms duties.

602. RECORDS/REPORTS. The service and pay records for all personnel assigned to the TPU in a transient status will be maintained by the servicing PERSUPPDET. Medical and Dental records will be maintained by medical/dental personnel as directed locally. The TPU will compile and maintain records and reports deemed necessary to operate the unit. At a minimum, the following shall be included:

a. Transient Listing. A running count of transient personnel assigned to the unit will be maintained at Central Billeting.

b. Special Transient Population Report. Whenever transient population levels reach 90 percent of steady-state capacity or conditions are such that it is anticipated that serious overcrowding at the TPU will occur, a message report shall be submitted to the Major Claimant with information to the chain-of-command and Pers-84. Specific requests for assistance (i.e., diversion of returned deserters) should be included in this report.

c. Incident Reports. These reports are used to advise of events that have potential to generate media attention, result in embarrassment to the Navy, or focus attention on the TPU. Incidents will be reported as Unit Situation Reports (UNIT SITREP symbol JCS-FM

(3501)) or OPREP-3 Navy Blue, whichever is appropriate in accordance with OPNAVINST 3100.6. Incidents which should be reported include, but are not limited to:

- (1) Death of a servicemember,
- (2) Suicide or suicide attempt,
- (3) Mass strike, riot or disturbance,
- (4) Incidents with racial overtones,
- (5) Incidents of maltreatment or abuse,
- (6) Incidents of sexual harassment/abuse,
- (7) Bomb Threats.

d. Mishap Reports. Mishap investigations and reports are required in accordance with OPNAVINST 5102.1 for incidents involving material (property) damage, personnel injury/death, Navy civilian occupational injuries and illnesses, motor vehicle, explosive, and diving mishaps. Mishap reports are filed in addition to OPREP-3 Reports/SITREP's and investigations.

e. Utilization Report. A periodic TPU utilization report shall be compiled and submitted as directed by the Major Claimant. Copies of this report shall be provided to the chain of command and Pers-84. (See appendix F.)

f. Daily Sanitation Inspections. A Copy of this report and actions taken to correct discrepancies noted during the inspection shall be kept on file at the TPU for 2 years.

g. Weekly Safety/Security Inspections. A Copy of this report and actions taken to correct discrepancies noted during the inspection shall be kept on file at the TPU for 2 years.

h. Weekly Zone Inspections. A copy of this report and actions taken to correct discrepancies noted during the inspection shall be kept on file at the TPU for 2 years.

i. Quarterly Sanitation Inspection. A copy of this report and actions taken to correct discrepancies noted during the inspection shall be kept on file at the TPU for 2 years.

603. LOGS. All logs maintained at the TPU shall be of the bound, consecutively numbered variety. The following logs shall be maintained by all TPUs:

a. TPU Log. This log is a permanent record of the operation of the TPU. The TPU Log will be maintained in chronological order and will be neatly hand written in legible ink. At a minimum, this log shall include the following entries:

(1) Date and times of all emergencies or emergency drills with any noteworthy actions occurring during the event.

(2) Date and times of the start and completion of all inspections. Since written reports of all inspections are required to be kept on file at the TPU, the results of inspections need not be included in the log.

(3) A record of riots, disorders, unusual events and a chronological record of all actions taken.

(4) Results of musters to include the name, rate and Social Security Number (SSN) of any servicemember reported as an unauthorized absentee.

(5) Official visits to include name, rank, and title of official visitor and purpose of visit.

(6) Name, rate, and SSN of all transient personnel reporting to or detaching the TPU. Larger TPUs may maintain a separate log for this information.

(7) Name, rate, and SSN of all transient or staff personnel departing on and returning from leave.

(8) Change of Watches to include an entry on inventory of accountable items (e.g., keys, riot gear, instruments of restraint, etc.).

b. Pass Down Log. A pass down log shall be maintained for both the regular and disciplinary sections of the TPU. The pass down log records information of interest to staff personnel coming on duty and is usually information of a temporary nature. Items requiring on-going or permanent action should be the subject of official correspondence, memorandums or be incorporated into the unit SOP.

604. STANDARD OPERATING PROCEDURE INSTRUCTION. Each TPU shall publish an SOP. The SOP will outline the mission of the TPU, establish the chain of command within the unit and for the unit

itself, provide rules of conduct for staff and transients, promulgate emergency bills, post orders and special instructions as required by the CO/OIC. The SOP should be unit specific and should not be just a reiteration of the contents of this manual.

605. BRIG DISPOSITION BOARD. If the station where the TPU is located has a brig assigned, the TPU is the parent command for all personnel confined in the brig in a TEMDU status. The TPU is responsible for all post-confinement actions concerning the individual. These actions include a determination by the Brig Disposition Board as to whether prisoners who did not receive punitive discharges as part of their court-martial sentences should return to duty upon completion of confinement. The CO/OIC of the TPU shall be a member of the Brig Disposition Board. The CO/OIC is not bound by the recommendation of the Brig Disposition Board but should take the recommendation into consideration in evaluating each case.

606. LAUNDRY. Adequate laundry facilities located in the unit shall be provided for all transient personnel.

607. BARBER. Barber services will be made available for all transient personnel. Ideally, TPUs will be staffed with a Navy Ship's Serviceman with a barber Navy Enlisted Classification (NEC). The TPU Manpower Authorization should reflect this requirement.

608. LUCKY-BAG. Each TPU shall maintain a lucky-bag where uniform items confiscated from personnel being discharged from the Navy under other than honorable and/or entry level conditions are kept. These items will be issued to transients on an as-needed basis until servicemembers can provide their own uniforms. A receipt will be filed for all items provided to transients. All items will be returned to the lucky bag when the service-member receives his/her own gear or when checking-out of the unit. If it becomes necessary to transfer a member with lucky-bag gear, a notation will be made in TPU records and the member's reporting command will be notified and requested to return the items when no longer needed. The petty officer in charge of the lucky-bag will be the only person with access to this area. A spare key to the lucky-bag spaces should be kept by the CO/OIC in a sealed envelope, to be used in the event of emergencies. Emergency clothing issues may be provided to the TPU Command Duty Officer for use after normal working hours. Strict accountability for all such items (receipts) shall be maintained.

609. PERSONAL PROPERTY. It may become necessary to confiscate personal property belonging to personnel in a disciplinary status or to provide storage space for property belonging to regular transient

personnel. All items will be inventoried using NAVPERS Form 1640/17 and will be completed in the presence of the servicemember. Inventory sheets will be signed and dated by the servicemember and the TPU staff member conducting the inventory. A signed copy of the 1640/17 will be given to the servicemember, one copy will be kept with the personal property stored and the original kept on file with the Personal Property Custodian. The Personal Property Custodian will be the only member with access to the storage area where personal property is stowed. Additionally, all gear shall be stored with box-car type seals with the seal number recorded on the 1640/17. The Personal Property Custodian shall maintain a log recording all box-car seal numbers (consecutively) and records, to whom and when, issued and destroyed. If it becomes necessary for TPU staff members other than the personal property custodian to confiscate or accept personal items from transients (e.g., after normal working hours) a chain-of-custody form shall be used to account for such property until turned over to the property custodian or returned to the servicemember. The completed chain-of-custody form shall be kept on file at the TPU by the property custodian for two years.

610. FUNDS AND VALUABLES. Under normal circumstances the TPU will not accept funds or other valuables from transient personnel. All transient personnel are provided with lockers in which they can maintain their own gear. If a transient has a large sum of money, he should be advised to open a bank account or obtain traveler's checks, etc. The CO/OIC is the only person authorized to make an exception to this policy. If such an exception is made the CO/OIC shall personally take possession and responsibility for items accepted, maintain their safekeeping, and provide appropriate receipts to the member.

611. LOCKERS. Each transient assigned a room/bunk at the TPU shall be assigned a locker. The transient is responsible for providing a lock for the locker. Lockers will be kept locked at all times when members are not in the immediate vicinity. Unassigned lockers at the TPU shall be secured. It is recommended that box-car type seals be used for this purpose. Keeping the unassigned lockers sealed discourages stowage of contraband.



BUPERSINST 1306.77  
JAN 19 1995

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LISTING OF UNIT IDENTIFICATION CODES AND PARENT ACTIVITIES  
FOR TRANSIENT PERSONNEL UNITS

<u>PARENT ACTIVITY</u>	<u>TRANSIENT PERSONNEL UNIT</u>	<u>UIC</u>
NAVSTA Norfolk	TRANSPERSUNIT Norfolk	44383
NAVSTA Charleston	TRANSPERSUNIT Charleston	44384
NAS Jacksonville	TRANSPERSUNIT Jacksonville	44389
NAVSTA Rota	TRANSPERSUNIT Rota	44385
NAVSTA San Diego	TRANSPERSUNIT San Diego	44386
	TRANSPERSUNIT San Diego Transient/Others	32005
NAVSUBASE Bangor	TRANSPERSUNIT Puget Sound	44390
NAVTRNCTR Great Lakes	TRANSPERSUNIT Great Lakes	66176
	TRANSPERSUNIT Great Lakes Transient/Others	32458
NAVSTA Pearl Harbor	TRANSPERSUNIT Pearl Harbor	46424
COMFLTACT Yokosuka	TRANSPERSUNIT Yokosuka	46425
NAVSTA Guam	TRANSPERSDEPT Guam	46427
NAB Little Creek	TRANSPERSDEPT Little Creek	31471
COMFLTACT Sasebo	TRANSPERSDEPT Sasebo	TBD

TRANSIENT PERSONNEL UNIT INSPECTION CHECKLIST

1. Chapter I - General Policy

a. Do established local policies follow the mission and general policy guidelines of this instruction?

b. Does the TPU provide the following functions for personnel assigned to them:

- (1) Billeting?
- (2) Administration?
- (3) Work assignments?

2. Chapter II - Physical Plant

a. Are facilities adequate to support an unscheduled arrival of large numbers of transient personnel?

b. Is there a distinct physical separation of:

- (1) Regular transient personnel?
- (2) Personnel in a discipline/legal hold status?
- (3) Restricted personnel?

c. Are head/shower facilities, drinking fountains, table/chairs, and recreation/study areas provided?

d. Is adequate space per berthing area available?

e. Is each member assigned a bunk and locker?

f. Do exits in the discipline and restricted personnel berthing areas prevent entrance from the outside? Are emergency exits equipped with an alarm to notify staff when opened?

g. Are BEQ standards for fire, safety, and emergency met?

h. Is a high standard of sanitation maintained? Are weekly zone and sanitation inspections being carried out?

i. Is effective liaison with servicing public works department maintained and are skilled transient personnel utilized in the maintenance function?

3. Chapter III - Staffing

a. Are all assigned staff qualified under the Enlisted Transfer Manual?

b. Are staffing shortfalls identified with appropriate follow-up procedures initiated through the chain of command?

c. Are staff personnel familiar with duties and responsibilities as outlined in their billet description?

d. Are the following command specialists available from base resources to provide support to transient personnel units:

(1) Chaplain?

(2) Legal?

(3) Medical?

e. Talk to selected transient personnel and ask how they are treated. How do they perceive their time in the TPU? Are they free from harassment and physical abuse? (Does the staff effectively maintain the General Rules of Conduct?). Do they know their chain of command?

4. Chapter IV - Assignment and Processing of Transient Personnel

a. Are all transient personnel treated with respect? Are transients en route to assignment or being processed for honorable discharge, provided the recognition due to someone who served honorably?

b. Is there evidence of good rapport/communication with the servicing PERSUPPDET/NLSO/Medical Facility?

5. Chapter V - Operations

a. Is initial processing handled efficiently and following manual guidelines?

b. Does the TPU provide efficient and expeditious processing in a military and disciplined environment for all personnel assigned to them?

c. Are copies of TPU rules thoroughly explained to and signed by all arriving personnel? Do these rules delineate the operational differences between transient, discipline and restricted personnel?

d. Are musters conducted as prescribed in the plan of the day (POD) and are all musters accurate? Are all transient females not berthed in the TPU included?

e. Are searches and inspections conducted in conformance with the Military Rules of Evidence? Are all transient personnel aware of these periodic inspections? How frequent are periodic inspections?

f. Are all staff personnel prepared to handle disturbances and emergencies and aware of the appropriate procedures of restraint?

g. Is there a thorough and updated fire bill that all personnel are aware of? How frequently are fire drills exercised? (Check unit log). Is this fire bill approved by the station fire marshal?

h. Is there a thorough and updated natural disaster bill that all personnel are familiar with? Are drills periodically exercised? (Check unit log).

i. Is the daily routine appropriate to the assigned population?

j. Are proper military courtesies displayed?

k. Are disciplinary procedures appropriate to circumstances and following applicable instructions?

l. Do adequate controls ensure proper personnel movement?

m. Are restricted personnel aware of the specific limitations placed upon their activities?

n. Are assigned staff personnel familiar with various forms of restrictions?

o. Is leave granted per established procedures?

p. Are returned deserters promptly made to conform to military grooming standards? Is the Lucky Bag properly maintained and utilized?

- q. Do all personnel meet military grooming standards?
- r. For health and comfort items, are all DD 504 forms filled out accurately and is the pay status of the individual determined and recorded as expeditiously as possible?
- s. Are health and comfort items limited to those necessary for personal hygiene and military appearance, writing materials and postage? Are items issued limited to the monthly dollar amount allowed by the NAVSUPPMAN? Are health and comfort packets replaced as soon as possible?
- t. Does the unit have an effective indoctrination program utilizing the guidelines outlined in the Navy SORM? Does the staff recognize the value and importance of a good indoctrination program?
- u. Are work assignments formalized and coordinated as outlined in Section 511 of this manual? Do work assignments make use of the special skills of the transient personnel?
- v. Is an emphasis on the physical fitness of all personnel demonstrated? Do transient and staff personnel meet physical fitness standards?
- w. Are athletic/recreational facilities available?
- x. Is there an ongoing General Military Training program for all staff and transient personnel?
- y. Is there an ongoing training program to ensure all personnel meet minimum training standards? Are training records maintained with proper emphasis on identified shortfalls?

## 6. Chapter VI - Administrative Matters

- a. Are daily population records and daily utilization work sheets for adequate quarters kept current and submitted in a timely manner?
- b. Are specified incidents reported by Unit SITREPS or OPREP Navy Blue reports?
- c. Are the following logs properly maintained and updated by the quarterdeck watch:

- (1) Daily Personnel Record?

(2) Daily Appointment Record?

(3) Unit or Pass Down Log?

d. Are the quarterdeck watch procedures in compliance with this instruction?

e. Are staff personnel knowledgeable of Privacy Act requirements? Are transient personnel files maintained in an area where disciplinary and restricted personnel do not have access?

f. Are unit logs and spot report logs updated and maintained for three years? Are pass down logs in order?

g. Are proper provisions for mail, telephone calls and telegrams available?

h. Is a base/station commanding officer's mail box available?

i. Are provisions and regulations for visitors adequate?

j. Does the unit have a Standard Operating Procedure (SOP)? Is it deemed adequate?

k. Are uniform items purchased only when not available from the Lucky Bag?

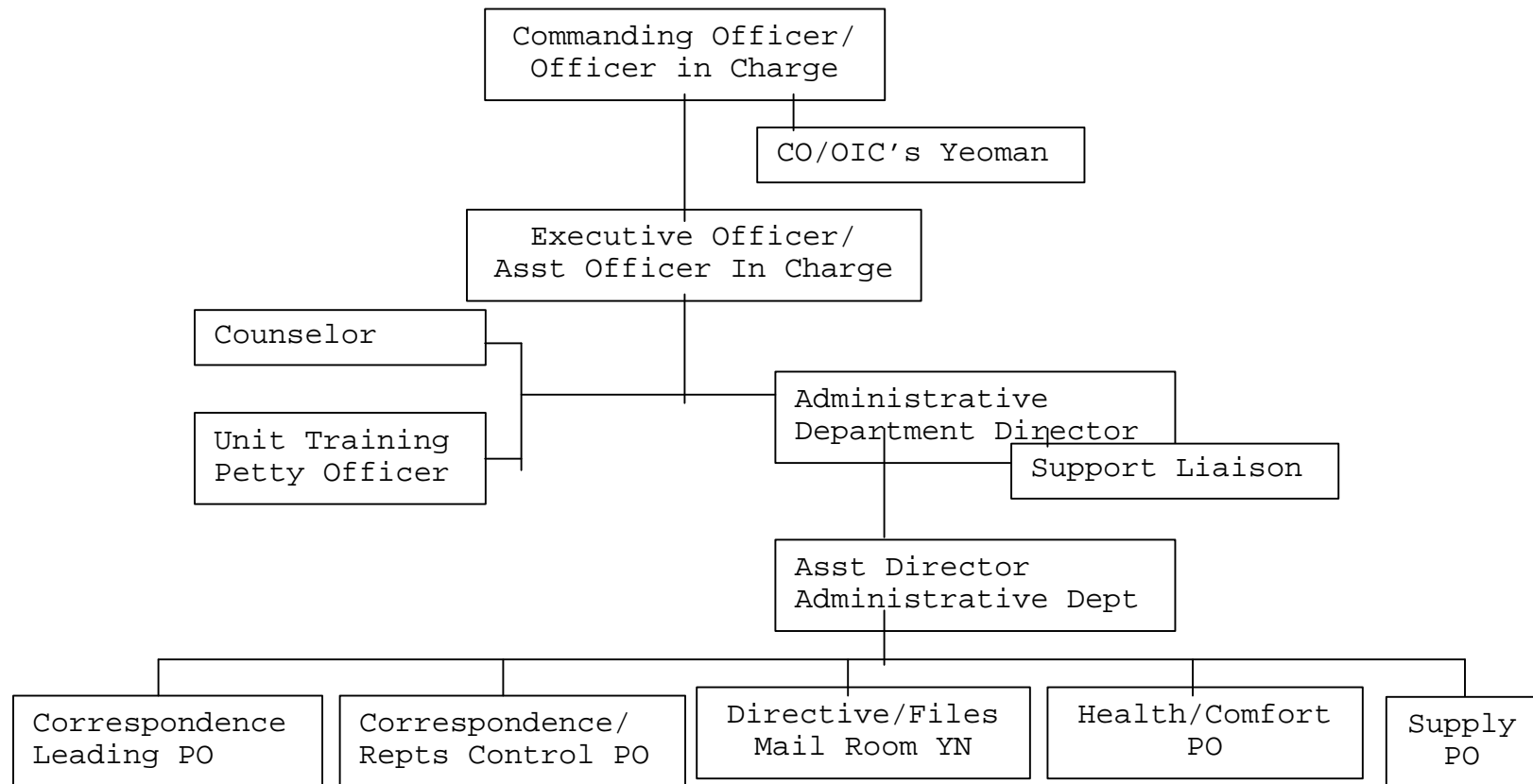
l. Are personal property and valuables of all transient personnel properly safeguarded, accounted for and receipted for accurately?

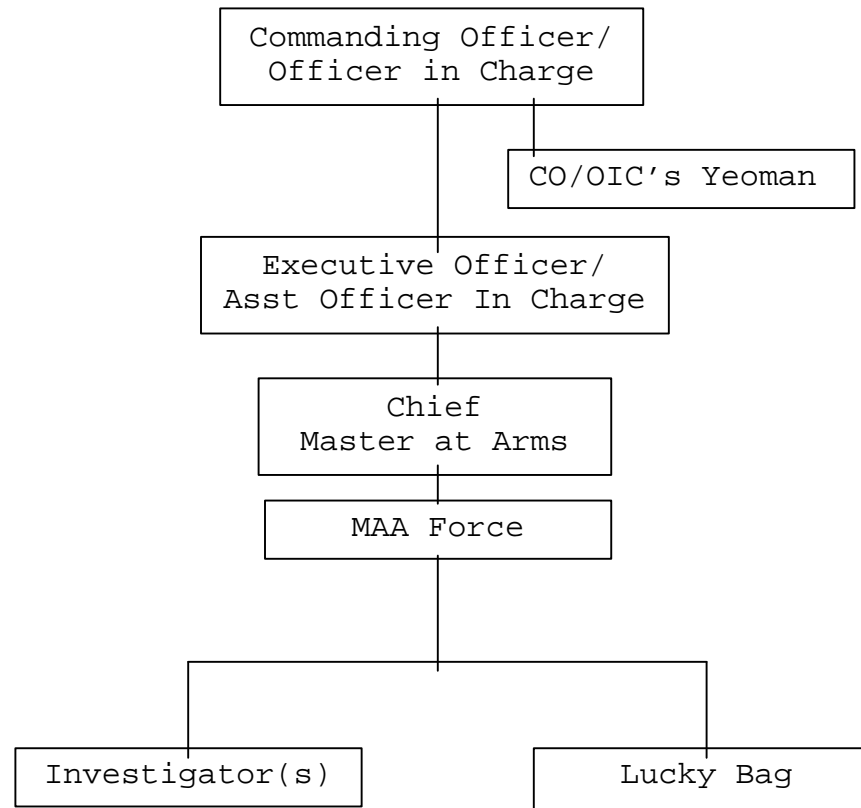
BUPERSINST 1306.77  
JAN 19 1995

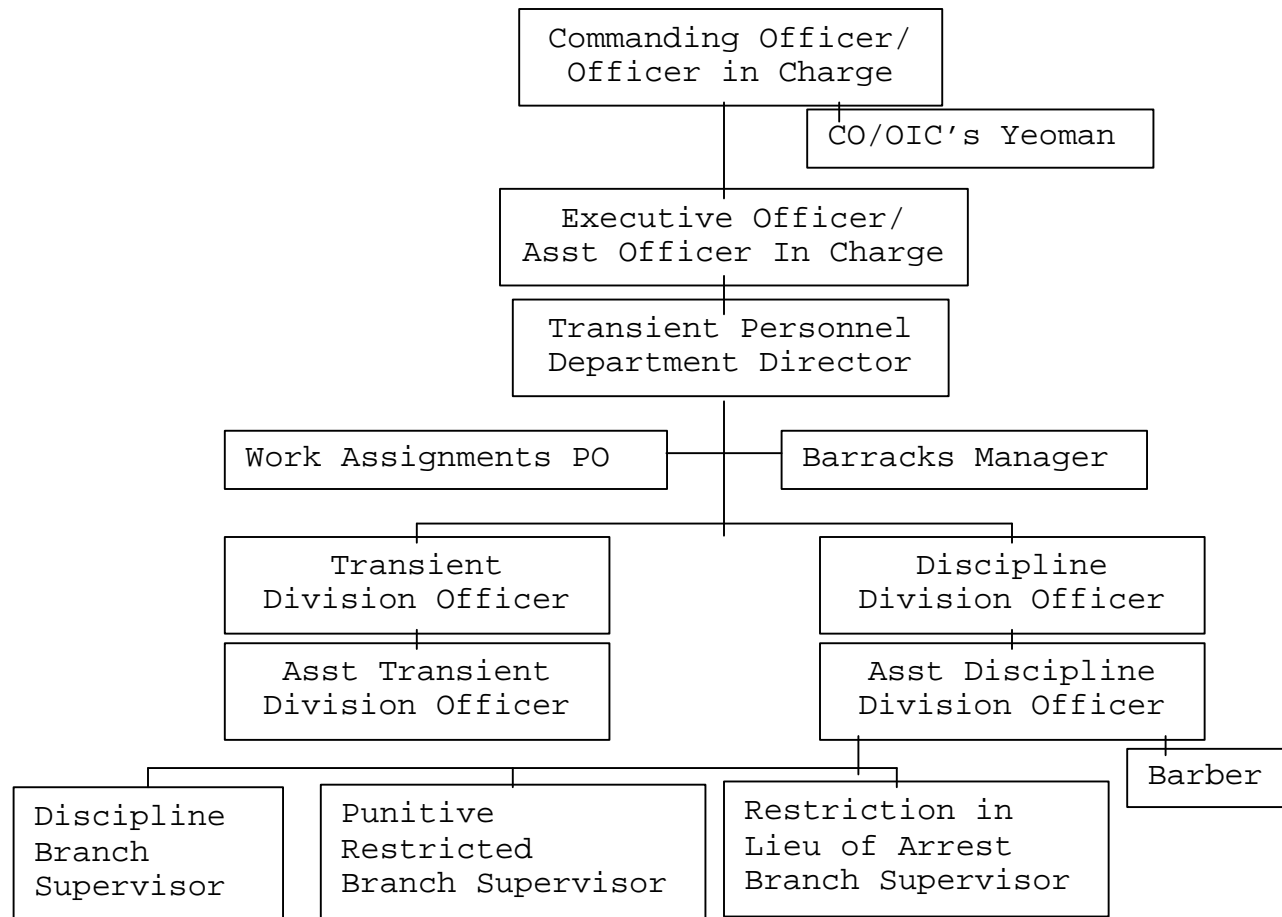
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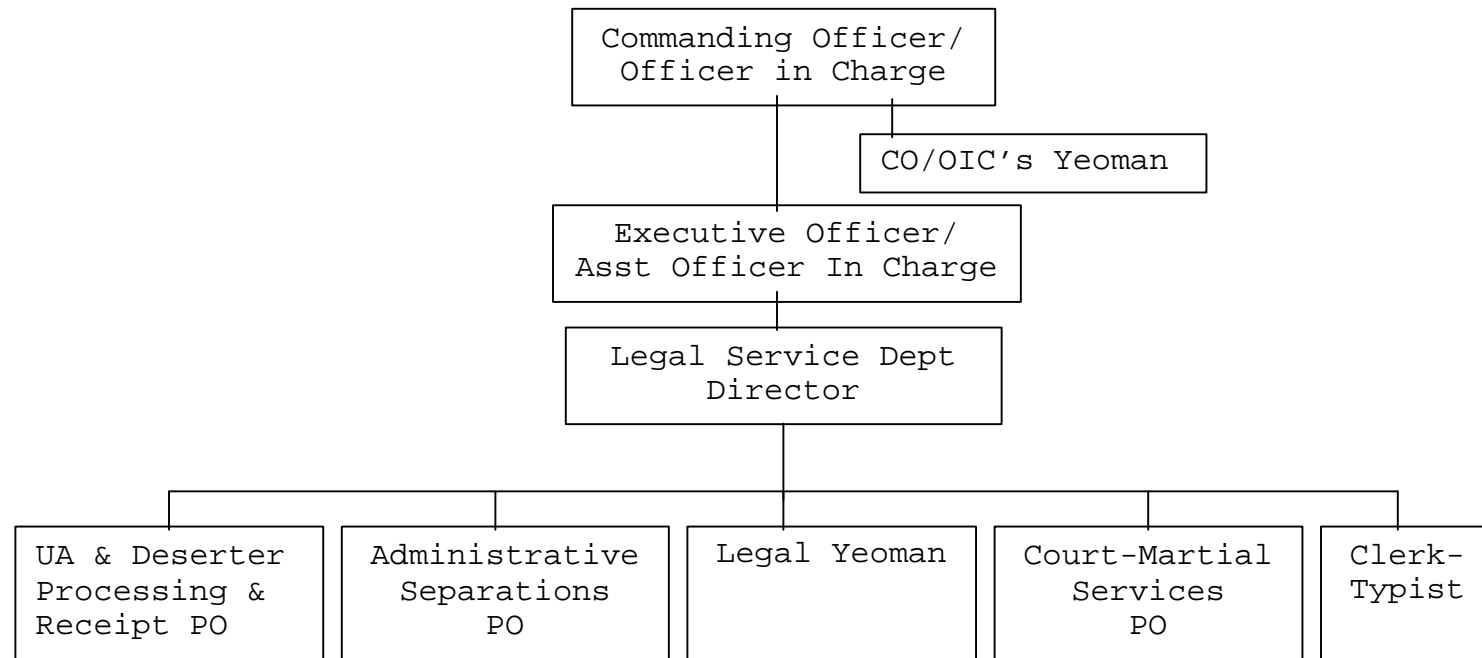
Sample Transient Personnel Unit Billet/Organization Chart







BUPERSINST 1306.77  
JAN 19 1995



BUPERSINST 1306.77  
JAN 19 1995

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SUGGESTED MASTER-AT-ARMS (MAA) TRAINING

1. Use of Force

a. Apprehension Techniques. Subject matter to include how to approach an individual, determining a suspect's condition and obtaining a psychological advantage over the suspect with minimum use of force.

b. Defensive Tactics. Use of physical force in the form of take downs, come along, and blocks. Proper procedure and use of handcuffs and restraints.

2. Drugs

a. Drug Identification. Visual identification of dangerous or prescription drugs using the Spenco Medical Corporation Drug ID Guide of street drugs such as marijuana, cocaine, LSD in various forms, barbiturates, and amphetamines.

b. Identifying Physiological Signs of Drugs Abuse. Descriptive identification of personality change, eye (pupil dilation), reaction to threat, and drug psychosis including loss of muscle coordination.

3. Search and Seizure

a. Legality and Definitions. Lecture provides the proper way to conduct a legal search and seizure including probable cause, rights, statements, waivers, and various types of searches and inspections to include dog search, consent search and command authorized search.

b. Techniques in the Barracks Environment. Proper clockwise, counterclockwise method of search, two-man method, probable areas to be searched, procedure and paperwork.

4. Standard First Aid

a. Cardiopulmonary Resuscitation (CPR) Qualification. A complete eight hour course in CPR taught by a certified instructor and assistant. Minimum 10 persons per class, maximum of 12.

b. First Aid. A follow-up first aid course taught by a doctor or nurse designated by any naval medical command featuring all standard first aid procedures for such incidents as head injury, shock, chemical burns, and eye irritations.

JAN 19 1995

5. Legal Administration

a. Resident's Rights. A lecture designed to train the MAA so he or she will not, through ignorance, violate a suspect's or resident's rights.

b. Report Writing. Designed to teach the MAA proper use of paperwork, i.e., report chit, incident reports, rights waiver, witness/suspect/victim statements, also proper handling of evidence, identifying evidence, custody documents, use of the Manual for Courts-Martial and Uniform Code of Military Justice (UCMJ) and elements of proof.

c. Courtroom Demeanor. Proper behavior for the MAA when in a court or Captain's Mast situation, also used to familiarize the MAA in the jargon and legal technicalities used by the courts.

6. Investigations

a. Preliminary Investigation. Shows how these are used to determine if a violation has been committed and if it needs to be carried to Captain's Mast or other legal action.

b. Naval Criminal Investigative Service (NCIS) Jurisdiction. Defines difference between major and minor offenses as defined in SECNAVINST 5520.3 and how to handle cases that NCIS will become involved in.

c. Command Investigation. Defines areas that the command would be responsible to investigate, screen incident reports, and keep track of any events that may escalate into a major or more serious offense.

SAMPLE  
PERSONNEL QUALIFICATION STANDARDS

1. Disciplinary Barracks Purpose and Intent

a. To provide the following services to residents:

- (1) Room and board.
- (2) Counseling.
- (3) Supervision and monitoring.
- (4) Any unusual assistance required by a resident.

(LPO \_\_\_\_\_/\_\_\_\_\_)

2. Dorm Supervisor

a. Display an understanding of the deck status board and explain what portion of the information pertains to the dorm watch.

(\_\_\_\_\_)

b. Be familiar with all fire/safety devices, exits, and potential escape routes in all dorms.

(LPO \_\_\_\_\_/\_\_\_\_\_)

3. Desk Supervisor

a. Display a working knowledge of the status boards.

- (1) Explain how totals are computed. (\_\_\_\_)
- (2) Explain how each form is filled out. (\_\_\_\_)
  - (a) Daily count. (\_\_\_\_)
  - (b) Barracks muster line. (\_\_\_\_)
  - (c) Barracks status board. (\_\_\_\_)
  - (d) Working party status board. (\_\_\_\_)
  - (e) Inspection list. (\_\_\_\_)



JAN 19 1995

- (f) Special liberty list. (\_\_\_\_)
- (g) Pay list. (\_\_\_\_)
- (h) Report chits. (\_\_\_\_)
- (i) Miscellaneous Incident Reports/  
Supplementary Report. (\_\_\_\_)
- (j) Voluntary statement (resident). (\_\_\_\_)
- (k) Voluntary statement (staff). (\_\_\_\_)
- (l) Health and comfort requests. (\_\_\_\_)
- (m) Uniform issue requests. (\_\_\_\_)
- (n) Seabag inventory form. (\_\_\_\_)
- (o) Custody/receipt form. (\_\_\_\_)
- (p) Temporary issue short form. (\_\_\_\_)
- (q) Call sheet. (\_\_\_\_)
- (r) Working party list. (\_\_\_\_)

b. Display a working knowledge of:

- (1) Resident hard card file. (\_\_\_\_)
- (2) Resident record file. (\_\_\_\_)
- (3) Resident record and content. (\_\_\_\_)
- (4) Daily paperwork file. (\_\_\_\_)
- (5) Call folder. (\_\_\_\_)
- (6) Resident medicine issue. (\_\_\_\_)
- (7) Key, locations and responsibilities. (\_\_\_\_)

c. Display a working knowledge of the following logs:

- (1) Deck logs. (\_\_\_\_)

- (2) Dead logs. (\_\_\_\_)
  - (3) Check in/out log (and walking chit). (\_\_\_\_)
  - (4) Extra military instruction (EMI) log. (\_\_\_\_)
  - d. Demonstrate check in procedures, including forms and resident's records, log entries, and status board entries. (\_\_\_\_)
  - e. Demonstrate check out procedures, including forms and resident's records, log entries, and status board entries. (\_\_\_\_)
  - f. Demonstrate a working knowledge of the paying system. (\_\_\_\_)
  - g. Demonstrate a working knowledge of all spaces. (\_\_\_\_)
  - h. Demonstrate a working knowledge of bag out Procedures. (\_\_\_\_)
  - i. Demonstrate the proper procedures for Conducting musters and inspections. (\_\_\_\_)
- (LPO \_\_\_\_\_/\_\_\_\_\_)

4. Master-at-Arms (MAA)

- a. Command policy concerning residents who flee in your presence (explain). (\_\_\_\_)
- b. Explain deadly force. (\_\_\_\_)
- c. Explain necessary force. (\_\_\_\_)
- d. Explain probable cause. (\_\_\_\_)
- e. Demonstrate/explain the use of Duquenois' Reagent number 8 THC. (\_\_\_\_)
- f. Explain the following searches (locker). (\_\_\_\_)
  - (1) With/without permission. (\_\_\_\_)
  - (2) With/without drug detection dog. (\_\_\_\_)
- g. Demonstrate personal search techniques, Cooperative and non-cooperative. (\_\_\_\_)

JAN 19 1995

h. Demonstrate proper use of handcuffs and Restraints. (\_\_\_\_)

i. Explain the purpose/use of holding cage. (\_\_\_\_)

(LPO \_\_\_\_\_/\_\_\_\_\_) )

5. Leading Petty Officer (LPO)

a. Explain:

(1) Liberty card issues. (\_\_\_\_)

(2) Restricted ID card issues. (\_\_\_\_)

(3) Temporary chow pass issues. (\_\_\_\_)

b. Explain screening and routing procedures for:

(1) Request chits. (\_\_\_\_)

(2) Report chits. (\_\_\_\_)

(3) All documents/forms applicable to Disciplinary Barracks (\_\_\_\_)

c. Explain procedures for conducting Chief's Screening and your involvement as the LPO. (\_\_\_\_)

d. Explain procedures for putting safekeeping Items in the safe. (\_\_\_\_)

DCPO \_\_\_\_\_/\_\_\_\_\_) )

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RECOMMENDED NAVY CORRESPONDENCE COURSES (Not Mandatory)

1. Master-at-Arms (1&C)
2. Basic First Aid
3. Human Behavior and Leadership
4. Navy Regulations (Part I)

SAMPLE FORMAT  
TRANSIENT PERSONNEL UNIT  
RULES OF CONDUCT

Rules 1 through 8 apply to all transient personnel. Rules 1 through 16 apply to restricted personnel. All personnel, transient, discipline or restricted, are required to obey all orders immediately and precisely, be present at required spaces, musters and assignments, not possess contraband, and not engage in disruptive behavior.

1. The following are prohibited:

a. Weapons are not allowed in the TPU. (Local procedures may allow for turn-in for safekeeping of sporting arms at other base activities.)

b. Marijuana, narcotics, and controlled substances. Medication authorized for medical purposes shall be registered with the chief master-at-arms.

c. Drug paraphernalia.

d. Smoking in racks.

e. Gambling.

f. Contraband.

2. Personnel will be physically present for all required musters.

3. Personnel will carry out the plan of the day.

4. Personnel will remain at assigned work areas.

5. Personnel, except when exercising, will be in complete uniform or, if authorized, appropriate civilian attire on the quarterdeck and outside any building.

6. Racks will be made daily by 0700 on all work/duty days.

7. Items from the Lucky Bag will be laundered and returned within 24 hours of receipt of uniform issue.

8. Berthing areas will be inspected daily.

BUPERSINST 1306.77  
JAN 19 1995

The following rules apply to punitive restricted personnel:

9. Personnel will not possess or consume alcoholic beverages.
10. Smoking is prohibited in dorms.
11. The following areas are off limits:
  - a. Navy exchange (except as authorized).
  - b. Navy commissary, clubs/messes.
  - c. Recreational facilities unless authorized.
  - d. Personal services (i.e., credit union, bank, etc.) unless authorized.
  - e. (Identify other local areas).
12. Personnel will not be in a privately owned vehicle.
13. Personnel will not be in their rack between reveille and taps.
14. Personnel will have racks made following current berthing regulations.
15. Personnel will not wear outer clothing while laying in their racks.
16. Personnel must have a pass to leave the facility, except when in routine group movements, e.g., work, mess.

Failure to comply with these rules may constitute a violation of reference (a).

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
CO/OIC SIGNATURE      PRINTED NAME      GRADE      DATE

I have read and understand the rules governing transient, restricted/disciplinary hold barracks and agree to obey them.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
TRANSIENT SIGNATURE      PRINTED NAME      QUARTERS      DATE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
WITNESS SIGNATURE      PRINTED NAME      RANK      DATE

SAMPLE FORMAT

RECEIVED FROM: \_\_\_\_\_ REVISED \_\_\_\_\_

(If U/A, DATE COMMENCED AND DUTY STATION FROM WHICH U/A: \_\_\_\_\_)

ID CARD COLLECTED-APPLICATION FILLED OUT (CIRCLE ONE)

\_\_\_\_\_  
TIME/DATE TODAY

FROM: COMMANDING OFFICER/OFFICER-IN-CHARGE, (ACTIVITY)

TO:

\_\_\_\_\_  
LAST NAME FIRST MIDDLE RATE SSN

SUBJ: IMPOSITION OF RESTRICTION IN LIEU OF ARREST OR  
CONFINEMENT, PENDING DISPOSITION OF CHARGES

1. You are hereby restricted to limits of (activity). You will remain in this restricted status until released by competent authority. You are assigned bunk and locker number \_\_\_\_\_ of barracks number \_\_\_\_\_.

2. The following is a list of regulations by which you are governed while in a restricted status:

a. You will continue to perform full military duties and any other duties assigned. Failure to perform such duties will result in the initiation of disciplinary action.

b. You will wear a complete clean dungaree uniform during duty hours unless directed to wear a service dress uniform.

c. You are required to muster daily at the foot of your assigned bunk in a clean uniform at the following times: \_\_\_\_\_ on all weekdays. Bunk checks will be made between taps and reveille by the duty Master-at-Arms (MAA) at unspecified times throughout the night. Personnel missing muster or bunk checks will be charged with unauthorized absence or missing from appointed place of duty.

d. All appointments during duty hours to see or visit other personnel or offices such as the Chaplain, Law Center, Counseling and Assistance Center (CAAC), and Disbursing will be approved and made by the duty MAA. Such appointments will not be disapproved unless it is determined that they are being intentionally utilized to unreasonably interfere with the performance of your normally assigned duties.

e. Personal phone calls may be made from a pay phone. Appropriate messages of incoming calls will be taken by the MAA and relayed to you.

f. Your personal possessions will be inventoried and items not required or authorized will be placed in storage and will not be removed until you are released from a restricted status. You are not authorized to wear civilian clothing while in a restricted status.

(1) A full seabag will normally be maintained. If you do not have a minimum outfit, you may be required to buy all missing items. All items of military clothing must be stenciled with proper names so that ownership can be determined. Personnel awaiting court-martial must have a complete Service Dress Blue Uniform in good condition.

(2) Possession (or, where appropriate, consumption) of the following items are prohibited:

(a) Alcoholic beverages including beer, dangerous drugs or controlled substances.

(b) All jewelry not authorized by reference (m). Authorized items include wedding bands, school rings, wrist watches, and religious medals worn inside the shirt.

(c) Weapons of any kind or any objects readily lending themselves to use as dangerous weapons.

(d) Food or mess gear in the restricted dorm.

g. Reveille will be held at 0600 for all personnel. Taps will be at 2200. Quiet will be maintained after taps.

h. Smoking is prohibited in the berthing area.

i. Gambling in any form is prohibited.

j. Personnel shall ensure that their bunks and lockers are properly stowed and tagged. Lockers and personal gear are subject to inspection.

k. Any item not appearing on the list and not otherwise authorized by applicable regulations will be seized, inventoried, and held by the Chief Master-at-Arms (CMAA) until the period of

restriction has terminated. Any items, the possession of which is prohibited by law, will be confiscated as contraband, and the member from whom these items are taken will be subject to prosecution.

1. Operation of any Government or privately owned motor vehicle while in a restricted status is prohibited. Additionally, restricted personnel will not enter or be transported in a privately owned vehicle without the express prior written permission of the duty MAA.

m. Only current medications, the prescription of which is reflected in the servicemember's medical record or which has been prescribed by (local medical facility) will be authorized.

n. Use of the office phone without the permission of the duty MAA is prohibited. Use of the pay phone within the barracks is limited to 10 minutes, unless additional time is authorized by the duty MAA and if no other restricted person is waiting to use the phone.

o. The restricted dorm windows shall not be used for entry or exit purposes.

### 3. VISITING

a. All visitors must log in with the duty MAA.

b. All gifts and other items brought for you by visitors may, following local instructions, be inspected by the duty MAA before they can be accepted by you and maintained among your possessions within the restricted barracks.

---

SIGNATURE (CO or person imposing restriction by direction of the CO. If the latter, "By direction of the commanding officer" will be placed below the signatures).

I certify that I have read and fully understand the above regulations. I further understand that disregard of these regulations is a violation of the Uniform Code of Military Justice, and that I will thereupon be subject to further disciplinary action, which may include a court-martial.

---

SIGNATURE (Restricted Person)

TIME AND DATE

---

SIGNATURE (Witness)

TIME AND DATE



BUPERSINST 1306.77  
JAN 19 1995

SAMPLE FORMAT

RECEIVED FROM: \_\_\_\_\_ REVISED: \_\_\_\_\_

(NONJUDICIAL PUNISHMENT): \_\_\_\_\_ (SENTENCED): \_\_\_\_\_

ID CARD COLLECTED/APPLICATION FILLED OUT (CIRCLE ONE)

\_\_\_\_\_  
TIME/DATE TODAY

FROM: COMMANDING OFFICER/OFFICER-IN-CHARGE, (ACTIVITY)

TO: \_\_\_\_\_  
LAST NAME FIRST MIDDLE RATE SSN

SUBJ: IMPOSITION OF PUNITIVE RESTRICTION

1. You are hereby restricted to the limits of (activity). You will remain in a restricted status until \_\_\_\_\_. You are assigned bunk and locker number \_\_\_\_\_ of barracks \_\_\_\_\_

2. The following is a list of regulations by which you are governed while in a restricted status:

a. You will continue to perform full military duties and any other duties assigned. Failure to perform such duties will result in the initiation of disciplinary action.

b. You will wear a complete clean dungaree uniform during the performance of duties unless you are directed to wear a service dress uniform.

c. You are required to muster daily at the foot of your assigned bunk in a clean dungaree uniform at the following times: (specify times) on all weekdays. Regular bunk checks will be made between taps and reveille by the duty master at-arms (MAA) at unspecified times throughout the night. Personnel

missing muster or bunk checks will be charged with unauthorized absence or missing from appointed place of duty.

d. You shall be in military formation in front of barracks number \_\_\_\_\_ immediately after you have been dismissed from the (specify times) musters and march to the mess hall, in which you must eat only in the area designated.

e. You are not permitted to leave the restricted dorm during duty hours without signing out with the duty MAA. All appointments during duty hours to see or visit other personnel or offices, such as the Chaplain, Law Center, Counseling and Assistance Center (CAAC), and disbursing will be made for you by the duty MAA. You will proceed directly to and from the site of your appointment unless otherwise permitted.

f. On (specified days and times) restricted personnel may visit the Navy Exchange Retail Store, NEX Barber Shop, NEX Laundry and Tailor Shop, Clothing and Small Stores, Bank, Federal Credit Union, and Post Office. You shall not enter the Navy Exchange Cafeteria, Enlisted Men's Club, Package Liquor Store, Bowling Alley, or BEQ's other than barracks number (restricted dorm). Failure to comply with the above limitations will constitute a breach of restriction. Additionally, your free hour privileges may be suspended.

g. Personal telephone calls will be permitted of a duration of no more than 10 minutes during working hours. A pay phone must be used for personal calls. Appropriate messages of incoming official calls will be taken by the MAA and relayed to you.

h. Your personal possessions will be inventoried and items not required or authorized will be placed in storage and will not be removed until you are released from a restricted status. You are not authorized to wear civilian clothing while in a restricted status.

(1) A full seabag will normally be maintained. If you do not have a minimum outfit, you may be required to buy all

missing items. All items of military clothing must be stenciled with proper names so that ownership can be determined.

(2) The following is a list of personal possessions which are unauthorized to be in your possession while in a restricted status. Any items not appearing on this list and not otherwise authorized by applicable regulations will be seized, inventoried, and held by the Chief Master-at-Arms (CMAA) until the period of restriction has terminated. The items so seized will then be returned. Any items the possession of which is prohibited by law will be confiscated as contraband, and from whom these items are taken will be subject to prosecution.

(a) Toiletry and personal hygiene items. (This does not include hair dryers (except for female servicemembers), but does

JAN 19 1995

include such common items as soap, toothpaste, shampoo, and deodorant, etc.).

(b) Reading material of a quantity that can be properly stored in your locker.

(c) Possession (or, where appropriate, consumption) of the following items are prohibited.

1 Hair dryers (except for female servicemember.

2 Food or mess gear in the restricted barracks.

3 Weapons of any kind or any objects readily lending themselves to use as a dangerous weapon.

4 Radios, tape players, or musical instruments.

5 Alcoholic beverages, including beer, dangerous drugs, or controlled substances.

6 All jewelry not authorized by reference (m). Authorized items include wedding bands, school rings, wrist watches, and religious medals worn inside the shirt.

i. Reveille will be held at 0600 for all personnel. Taps will be at 2200. Quiet will be maintained after taps until reveille.

j. Lying in or sitting on bunks during working hours is prohibited.

k. Shouting, making excessive noise, skylarking, fighting, horseplay and other physical contacts unrelated to the performance of duties or scheduled physical exercises are prohibited.

l. Smoking is prohibited in the berthing area.

m. Gambling in any form is prohibited.

n. Personnel shall ensure that their bunks and lockers are properly stowed and tagged. Lockers and personal gear are subject to inspection.

o. Operation of any government or privately owned motor vehicle while in a restricted status without express prior authorization is prohibited. Additionally, restricted personnel will not enter nor be transported in a privately owned vehicle without the express prior written permission of the duty MAA.

p. Only current medications the prescription of which is reflected in the servicemember's medical record or which has been prescribed by (local medical facility) will be authorized.

q. Personnel using the lounge must be properly dressed in a complete uniform. Restricted personnel may watch TV during the hours of (specify times), Monday through Friday. Hours for weekends and holidays will be upon completion of working/clean up assignments.

r. Use of the office phone without the permission of the duty MAA is prohibited. During duty hours use of the pay phone

is limited to 10 minutes, unless additional time is authorized by the duty MAA, and if no other restricted man is waiting to use the phone.

s. The restricted barracks windows shall not be used for entry or exit purposes.

### 3. VISITING

a. Visiting hours in the restricted dorm are from (specify times) on Saturdays, Sundays, and holidays. In the event of a restricted member's parents, spouse, or close relative traveling a long distance that would not coincide with the above times, or for some other reason not being able to visit during regular visitor's hours, an exception may be made by the senior duty MAA on watch. Official visitors may be authorized as requested.

b. Any visits by an unmarried person under the age of 18 years, not a relative of the person restricted, will not be permitted unless he/she is accompanied by either his/her parent or person authorized by the CMAA.

c. Visiting may be terminated or denied at any time for reasonable cause.

d. All visitors must log in with the duty MAA.

BUPERSINST 1306.77

JAN 19 1995

e. All gifts and other items brought for you by visitors may, following local instructions, be inspected by the duty MAA before they can be accepted by you and maintained among your possessions within the restricted barracks.

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SIGNATURE (CO or person imposing restriction by direction of the CO. If the latter, "By direction of the commanding officer" will be placed below the signatures).

I certify that I have read and fully understand the above regulations. I further understand that disregard of these regulations is a violation.

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SIGNATURE (Restricted Person)

---

TIME AND DATE

---

SIGNATURE (Witness)

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TIME AND DATE

SPECIAL TRANSIENT PERSONNEL POPULATION REPORT

From: (TPU/Transient Activity)  
To: BUPERS Washington DC (Pers-84)  
INFO: (Major Claimant)  
(ISIC)  
(Fleet Commander, if appropriate)

UNCLAS //N01900//

Subj: SPECIAL TRANSIENT PERSONNEL POPULATION REPORT, RCS  
BUPERS 1306-1

1. This special report is to notify BUPERS that TPU (name) has reached steady state/surge capacity with (number) transient Personnel as follows:

a. Total number of transients physically on board TPU in general status:

- (1) For further assignment: \_\_\_\_\_
- (2) For further transfer: \_\_\_\_\_
- (3) Pending regular separation/retirement: \_\_\_\_\_
- (4) Pending ADSEP not of a disciplinary nature (i.e., hardship, obesity): \_\_\_\_\_
- (5) Other (include Med Holds/LIMDUS): \_\_\_\_\_

b. Total number of transients physically on board TPU in a discipline status: \_\_\_\_\_

- (1) Awaiting NJP: \_\_\_\_\_
- (2) Awaiting CM (include Restricted LOA): \_\_\_\_\_
- (3) Awaiting civil action: \_\_\_\_\_
- (4) Awaiting appellate review not on leave: \_\_\_\_\_
- (5) Awaiting CA/SA action: \_\_\_\_\_
- (6) Awaiting TAO: \_\_\_\_\_

JAN 19 1995

(7) Pending ADSEP of a disciplinary nature  
(i.e., drug abuse, homosexuality): \_\_\_\_\_

(8) Other (specify in remarks): \_\_\_\_\_

c. Total number of transients physically on  
board TPU in a punitive restricted status: \_\_\_\_\_

d. Total number of transients not physically  
on board but accountable to TPU: \_\_\_\_\_

(1) General status: \_\_\_\_\_

(2) Discipline status: \_\_\_\_\_

(a) UA/Deserter: \_\_\_\_\_

(b) Appellate leave: \_\_\_\_\_

(c) Civil confinement: \_\_\_\_\_

(d) Other: \_\_\_\_\_

e. Total number of transients with action  
delayed pending receipt of records. \_\_\_\_\_

(1) General status: \_\_\_\_\_

(2) Discipline status: \_\_\_\_\_

Specify in Remarks section.

2. Name and telephone number of point  
of contact for this report: \_\_\_\_\_

3. Remarks:

PROCEDURES IN THE EVENT OF TPU POPULATION OVERLOAD

- I. When established steady state capacity is reached:
  1. Command level considerations:
    - a. Take actions within local resources to ensure maintenance of adequate control over all transient personnel in a disciplinary or restricted status to preserve law and order.
    - b. Expedite administrative processing to move transients to their parent command.
    - c. Commence monthly reporting of persons on board to Chief of Naval Personnel and chain of command.
  2. Immediate Superior In Command (ISIC) considerations:
    - a. Evaluate adequacy of local resources to control the situation.
    - b. Realign resources as necessary to maintain control and expedite processing.
  3. Major claimant consideration: Evaluate situation and report to BUPERS with status, trends and resources required from outside the claimancy.
  4. BUPERS actions:
    - a. Realign assets to place first priority on maintenance of good order and discipline.
    - b. Obtain additional assistance from tenant commands as required.
    - c. Take actions to expedite processing of all transient personnel.
  5. ISIC considerations: Provide further assistance as required to maintain control and expedite processing.
  6. Major claimancy considerations:
    - a. Evaluate situation and report to BUPERS.



JAN 19 1995

b. Provide additional administrative support and master-at-arms (MAA) assistance from within the claimancy.

c. Send Personnel Administrative Assist Team (PAAT) if appropriate.

d. Request assistance from outside claimancy, if required.

7. BUPERS actions:

a. Coordinate/provide MAA assistance outside major claimancy.

b. Coordinate/provide administrative assistance outside major claimancy.

8. Inspector General considerations: If warranted, an Inspector General team visit.

a. Transients to other activities not at capacity.

b. Expedite missing records to activities.

c. Verify that all personnel being released from confinement who are not being separated have orders to their next duty assignment.

d. Review administrative separations pending approval and expedite processing.

II. When established surge capacity is reached:

1. Command level considerations:

PRESCRIBED FORMS

Forms Availability. The following forms may be obtained through normal channels following NAVSUP P2002.

1. NAVPERS 1320/16 (Rev 11-87), Temporary Additional Duty Orders, S/N 0106-LF-013-2081.
2. NAVPERS 1336/3 (9-75), Special Request/Authorization, S/N 0106-LF-063-8633.
3. NAVPERS 1640/17 (4-81), Inventory and Receipt of Valuables, S/N 0106-LF-016-4085.
4. NAVPERS 1626/7 (Rev 12-88), Report of Disposition of Offense(s), S/N 0106-LF-005-2700.
5. NAVSUP 28, (9-59), Requisition Receipt (Men's Clothing and Small Stores), S/N 0108-LF-500-0601.
6. NAVSUP 28A (9-59), Requisition Receipt (Women's Clothing and Small Stores), S/N 0108-LF-500-0701.
7. DD 504 (Apr 1976), Request and Receipt for Health and Comfort Supplies, S/N 0102-LF-000-5041.